Accountant Companion

Vol I

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Accountants Companion

Volume One

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* Rajasthan Travelling Allowance Rules
* Rajasthan Subordinate offices Minister ial Staff Rules
* Rajasthan Civil Services (Substantive Appointment & determination of Seni ority of Temporary Employees) Rules
* The Rajasthan Services (Recruitment by Promotion Against Vacancies of earlier years) Rules 1972
* Temporary/officiating appointment on the Senior Post to be filled in by Promotion within the Service under the Various Service Rules
* The Rajasthan Subordinate Service (Recruitment and other Service condi tions) Rules

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1 Current Rates of Dearness Allowance i to vi

2 Rajasthan Travelling Allowance Rules

7 The Rajasthan Subordinate Service (Recruitment and other Service Conditions) Rules 1960

Current Rates of Dearness Allowance

1 Applicability of the Rules

These rule shall apply to all Government servants

2 These Rules do not apply to the following categories of Government Servants

(a) S rving on contract

(b) Whose services have been borrowed from another Govern ment

(c) Who are part time employees or paid from contingencies

(d) Such classes of staff in the Land Revenue or other depart ments as may be notified

(e) Industrial employees (that is to say employees other than administrative executive ministrial and class IV services) in Government Presses water and electricity undertaking and P W D workshops

3 Rates of D A Addl D A Adhoc Relief & Addl Adhoc Relief admissible under Rajasthan Civil Services (Revised Pay) Rules 1961/Amended Pay Scales 1966/Rajasthan Civil Services (New Pay Scales) Rules 1969

(a) D A —The Governor has been pleased to order that the Dearness allowance may be paid to Government Servants with effect from 1 9 68 as indicated in schedule A

(b) Addl D A —The Governor has been pleased to order that the additional Dearness Allowance in addition to Dearn ss Allowance may be paid to Government Servants w e f 1 5 73 & 1 8 73 as indicated in schedule B

(c) Adhoc Relief —The Governor has been pleased to order that Adhoc Relief may be allowed to draw with effect from 1 1 71 as shown in schedule C

(d) Addl Adhoc Relief —The Governor has been pleased to order that additional adhoc relief may be allowed to draw with effect from 1 10 71 1-2 72 & 1 8 72 as shown in schedule D

4 Consolidated statement of D A Addl D A Adhoc Relief and Addl Adhoc Relief

The consolidated amount which is admissible to a Govern ment servant on 1 8 73 on account of D A Addl D A Adhoc Relief and Addl Adhoc Relief has been shown in schedule E

SCHEDULE A

Revised Rates of Dearness Allowance

Pay per month		Revised rates of Dearness allowance with effect from 1 9 68
	Below Rs 110/	Rs 71/
Rs 110 and above but	below Rs 150/	Rs 98/
Rs 150/ and above but	below Rs 210/	Rs 122/
Rs 210/ and above but	below Rs 400/	Rs 146/
Rs 400/ and above but	below Rs 450/	Rs 160/
Rs 450/ and above but	Up to Rs 499/	Rs 164/
Above Rs 499/ but below	Rs 543/	Amount by which pay falls short of Rs 663/

There will be no change in the existing rates of Dearness Allowance payable to employees in higher pay ranges

Government Order No F 1 (56) FD/Rules/68 Dated 6 12 68]

SCHEDULE B'

Rates of Additional Dearness Allowance

Pay Range	Amount of Additional Dearness Allowance with effect from 1 5 73	Amount of Additional Dearness Allowance with effect from 1 8 73	Total
Below Rs 85/	Rs 7 00	Rs 7 00	Rs 14 00
85 and above but below Rs Rs 210/	Rs 8 00	Rs 8 00	Rs 16 00
210 to 575 (subject to marginal adjustments so that the pay plus additional dearness allowance does not exceed Rs 585/ p m)	Rs 10 00	Rs 10 00	Rs 20 00

There will be no change in the existing rates of dearness allowance payable to employees in the higher pay ranges

From 1 5 73 Government Order No F 1 (56) FD (Rules)/68 Dated 20th August, 1973

From 1 8 73 Government Order No F 1(56) FD (Rules)/68 Dated 16th October, 1973

SCHEDULE 'C

Rates of Adhoc Relief

Pay Range		Rates of Adhoc Relief with effect from 1 1 71
	Up to Rs 84/	Rs 10 00
From Rs 85/	up to Rs 109/	Rs 10 00
From Rs 110/	up to Rs 209/	Rs 15 00
From Rs. 210/	up to Rs 499/	Rs 15 00
From Rs 500/	up to Rs 1249/	Rs 15 00
Above Rs. 1250/		*Rs —

*Subject to Marginal Adjustment so that pay and Adhoc Reliefs do not exceed Rs 1265 00

Government Order No F 1 (68) FD (Rules)/70 dated 24 2 71

SCHEDULE D

Rates of Additional Adhoc Relief

Pay Ranges	From 1 10 71	From 1 2 72	From 1 8 72	Total
up to Rs 84/	Rs 7/	Rs 5/	Rs 7/	Rs 19/
From Rs 85/ to Rs 109/	Rs - 8/-	Rs 5/	Rs 8/	Rs 21/
From Rs 110/ to Rs 209/	Rs 8/	Rs 7/	Rs 8/	Rs 23/
From Rs 210/ to Rs 499/	Rs 10/	Rs 7/	Rs 10/	Rs 27/
From Rs 500/ to Rs 575/	Rs 15/	—	*Rs 10/	—
From Rs 57 / to Rs 1249/	Rs 15/	—	—	—
Above Rs 1250/	@Rs 1280/			

*Subject to marginal adjustments so that pay plus the above instalments of further adhoc relief does not exceed Rs 585/ p m

@Subject to marginal adjustment so that Pay Adhoc Relief and second Adhoc Relief taken together do not exceed Rs 1280/ p m

From 1 10 71 Government Order No F 1 (68) FD (Rules)/70-I Dt 2 3 72

From 1 2 72 Government Order No F 1 (68) FD (Rules)/70-II Dt 2 3 72

From 1 8 72 Government Order No F I (68) (Rules)/70 Dt 30 11 72

SCHEDULE E

Consolidated Statement o D A Addl D A Adhoc Relief & Additional Adhoc Relief Admissible on 1 8 73

Pay Range	D A	Addl D A	Adhoc Relief	Addl Adhoc Relief	Total
Up to Rs 84/	Rs 71/	Rs 14/	Rs 10/	Rs 19/	Rs 114/
From Rs 85/ up to Rs 109/	Rs 71/	Rs 16/	Rs 10/	Rs 21/	Rs 118/
From Rs 110/ up to Rs 149/	Rs 98/	Rs 16/-	Rs 15/-	Rs 23/	Rs 152/
From Rs 150/ up to Rs 209/	Rs 122/	Rs 16/	Rs 15/	Rs 23/	Rs 176/
From Rs 210/ up to Rs 399/	Rs 146/	Rs 20/	Rs 15/	Rs 27/	Rs 208/
From Rs 400/ up to Rs 449/	Rs 160/	Rs 20/	Rs 15/	Rs 27/	Rs 222/
From Rs 450/ up to Rs 499/	Rs 164/	Rs 20/	Rs 15/	Rs 27/	Rs 226/
From Rs 500/ & above	%	*	@	**	

%Above Rs 499/ but below Rs 543/ the amount of D A w ll be by which pay falls short of Rs 663/

*Above Rs 499/ Rs 20 as Additional D A will be admi sible till th Pay plus Additional Dearness Allowance do not exceed Rs 585/ p m

@From Rs 00/ to 1249/ R 15/ per month
Above Rs 1 50/ subject to marginal adju tment so that pay & adh c Reliefs do not exc ed Rs 1265/

**See Schedule D

SCHEDULE 'F

RATES OF ADDITIONAL DEARNESS ALLOWANCE

PAY—RANGES (RUPEES)

Period during which admissible	Below 187	187 to 300	301 to 900	901 to 926,	927 to 1200,	1201 to 1600,	1601 to 2250
‡May 73 to July 73	4% Min 7/	4% Min 8/	3% Min 12/ Max 27/ M A 927/	—	—	—	—
‡Aug 73 to Sept 73	8% Min 14/	8% Min 16/	6% Min 24/ Max 54/	54/	54/	54/ M A 1654	
Oct 73 to Dec 73	12% Min 21/	12% Min 24/	9% Min 36/ Max 81/	81/	81/	81/	81/ M A 2331/
January 74	16% Min 28/	16% Min 32/	12% Min 48/ Max 108/	M A 1008/	81/	81/	81/ M A 2331/
Feb 74 to March 74	20% Min 35/	20% Min 40/	15% Min 60/ Max 135/	135/	135/	135/	1601 to 1653 M A 1735 1654 to 2250 81/ M A 2331
April 74 to May 74	24% Min 42/	24% Min 48/	18% Min 72/ Max 162/	162/	162/	162/	162/ M A 2400
June 74	28% Min 49/	28% Min 56/	21% Min 84/ Max 189/ M A 1089	162/	162/	162/	162/
July 74 to Aug 74	32% Min 56/	32% Min 64/	4 ' Min 96/ Max 216/	216/	216/	216/ M A 1816	162/
Sept 74 & onward	36% Min 63/	36% Min 72/	27% Min 108/ Max 243/	243/	243/	243/ M A 2400/	243/

—Note —M-A Marginal adjustment so that pay Plus Addle Dearness Allowance does not exceed the amount specified

A/c

REMARKS

	From 1-5-73	From 1-8-73	Total
Below Rs 85/	7/	7/	14/
Rs 85/ to 209/	8/	8/	16/
Rs 210 to 575/	10/	10/	20/
Rs 575 to 585 M A	285		

The above Addle Dearness Allowance will be adjusted in the revised Addle Dearness Allowance sanctioned by the Government as give above

Note —

1 Payment on account of dearness allowances shall be rounded off to nearest 10 Paisa i g amount of Rs 8 75 paisa shall be rounded to 8 80 and 8 74 shall be rounded to 8 70

2 Pay for purpose of calculation of Addl dearness allowance shall mean pay as defined in Rule 7 (24) of RSR and shall include in addition D A D P and adhoc releif admissible on 31-12-72

3 Addle Dearness Allowance already paid from 1-5-73 and 1-8-73 vide order No F 1 (56) F D (Rules) 68/ dated 20 8 73 15 10 73 and 20 10 73 will be adjusted against this payment

4 In case Addle Dearness Allowance sanction by the Govt vide order dated 21 8 73 15 10 73 and 20 10 73 works out to be more than the amount of Addle Dearness Allowance sanctioned from 1-5-73 and 1-8-73 vide order No F 1 (60) FD (Gr 2)/73 dated 18-3-74 the recovery of excess amount paid upto 30-9-73 is waived

5 The payments of arrears of Addle Dearness allowance from 1-5-73 to 28-2-74 shall not be made in cash For March 74 amount of Addle Dearness allowance will be paid in cash No F 1 (60) F D (Gr 2)/73 dated 18-3-74

6 Addl Dearness Allowance from 1-1-74 sanctioned vide order No F 1 (60) F D (Gr 2)/73 dated 18 4 74 and Addl Dearness Allowanc from 1 2 74 sanctioned vide No F 1 (60) F D (Grade 2)/73 Dated 20 4 74 and 11 7 74

7 Arrears of Addl Dearness Allowance from 1-5-73 to 28 2 74 is not payable in cash but it will be adjusted as follows —

(a) 50% of the arrears shall be credited to Head ' 858 Suspence Account (ii) Addl D A Deposit account

(b) Rest 50% of the arrears shall be deposited in P F Account under head 811-Insurance & Pension Funds (k) State Govt Insurance Funds - 3 Deposit of Arrears of D A

8 Addl D A from 1-4-74 sanctioned vide order No F 1 (60) F D (Gr 2) 73 dated 28-8-74

9 Addl D A from 1-6-74 to 1-7-74 and 1-9-74 sanctioned vide order No F 1 (60) F D (Gr 2) 73/ dated 3-3-75 50% of Addl D A shall be credited to heads—' 858-Suspense Account and Rest 50% as under —

(i) Upto Dec 74 (1-6-74 to 31-12-74) creditable to Head 811-Insurance & Pension Funds

(ii) From 1-1-75 balance 50% of Addl D A will be paid in cash

A/c

Rajasthan Travelling Allowance Rules, 1971

INTRODUCTION

The Government of Rajasthan has under proviso to Article 309 of the Constitution of India frammed the Rajasthan Service Rules in 1951 to regulate the conditions of service of the employees of the State Government Under Rule 42 of these rules i e R S R the Government has been empowered to make the rules for additional allowances etc which runs as follows

42 ADDITION TO PAY Subject to general rule that the allowances is not on the whole a source of profit to the recipient Government may grant such allowance to a Government servant under its control and may make rules prescribing their amounts and the conditions under which they may be drawn

Under the authority of this Rule 42 the Government of Rajasthan has issued the Rajasthan T A Rules 1971 vide Notification No F 3 (9) F D (Rules)/70 dated 1st September 1971 which came into force on the same day A bare outline of these rules is given here which will clarify the picture of these new rules

This set of Rules is consisting of 14 chapters containing 40 rules in all The first chapter deals with the general provisions as to applicability & interpretation clauses while Chapter II deals with the classification of the Government Servants only for the purpose of T A In Chapter III the principles of calculation of Mileage Allowance have been enumerated

The T A is a compensatory allowance which is granted to meet out the personal expenditure necessitated by the special circumstances in which the duty is performed It is so regulated by the rules that on the whole it does not become a source of profit to the recipient

There are three kinds of these allowances included in these rules viz.

(i) *Mileage allowance*
(ii) Halting allowance and
(iii) Fixed T A

Chapter IV read with Appendices I to III deals with the Mileage Allowance while Halting Allowance is dealt with in Appendix IV alongwith the schedule appended to it The Halting Allowance was previously known

as Daily Allowance in old rules The Chapter V deals with the Fixed T A The Chapter VI deals with the category of those Governm nt Servants whom T A is not admissible Similarly the Chapter VIII deals with those category of persons who are entitled to Conveyance Allowance

The T A on Transfer is dealt in Chapter VII in details while the Chapter XI deals with the special kinds of journeys for the purposes mentioned therein such as suspended employees on retirement on death during Service etc

The Chapter XII provides the T A for the Private persons & Part time employees The Chapter XIII deals with the Compensatory allowance while deputed for training The Chapter XIV is specifically concerned with the Leave Travel Concessions to I A S/I P C/I P S officers

The Chapter IX contains the instructions for the drawing and controlling officers and the Chapter X deals with the delegation of certain powers enumerated in the schedule thereto

Thuse the structure of Rules has been simplified

Justifiability of

As we have just pointed out that these rules are made under Rule 42 of R S R which are statutory Rules under proviso to Article 309 of the Constitution hence these rules are also having the force of law[1] and are thereby enforceable but as these are the administrative rules the redress of the breech of these rules may be sought from the Government and not in the Courts[2] The breech of these rules does not give any right to the Government servant to initiate an action against the Government[3] The allowances granted in addition to pay are a kind of bounty[4] and not a right Hence these are not enforceable so far as their sanction is concerned but once sanctioned it creates a claim for which a Government Servant may seek the remedy in the Court of Law



1 AIR 1964 M P 248
2 AIR 1952 T C 140
3 AIR 1959 Kerala 21
4 AIR 1954 SC 493

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FINANCE (RULES) DEPARTMENT

Subject —Rajasthan Travelling Allowance Rules

No F 3(9) F D (Rules) 70 —In exercise of the powers vested in them under rule 42 of the Rajasthan Service Rules the Government hereby make the following rules to regulate grant of Travelling Allowance to Government servants namely —

CHAPTER I

1 *Title & commencement* —(1) These rules may be called the Rajasthan Travelling Allowance Rules

(2) These rules shall come into force with effect from 1st September 1971

2 *Applicability* —(1) These rules shall apply to all Government servants whose pay is charged to the Consolidated Fund of the State

(2) These rule shall not apply to —

(i) Work charged employees

(ii) Emyloyees paid from contingencies

(iii) Employees employed on contract where the terms of contract specifically provide otherwise

(iv) Employees on deputation from Central or other State Governments or from any body Corporate where the terms of deputation provide for the application of other rules

3 *Definitions* —For the purpose of these rules the following terms used in the rule have the meaning herein explained —

(1) Government means Government of Rajasthan

(2) Competent Authority means Government or any other authority subordinate to Government to which the power is delegated by or under these rules

(3) ' Day means a calender day beginning and ending at midnight but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purpose as one day at whatever hour the absence begins or ends

NOTES

[Examples of calculation of a day

(1) A Government Officer left his head quarters to a distant place by Government vehicle on 1 12-72 at 7 a m and stayed there for 6 hours &

worked Then he travelled by a regular bus service & reached the headquarters on 2 12 72 at 6 a m

In this example though the two days i e 1 12 72 2 12 72 were involved but the total time spent does not exceed 24 days and as such it will be counted o ly one day

(2) An official proceeds by bus at 9 a m on 15-12 72 and reaches the duty point at 11 a m on 16 12 72 he left the place at 8.30 a m by train & reaches the Hqrs at 9.30 a m

In this case the total halt is 24 30 hours on 15-12 72 and 16 12 72 and he stayed for 8 hours on each day also Hence TWO days shall be counted in this journey]

(4) Family means a Government servant s wife or husband as the case may be legitimate children and step children residing with and wholly dependent upon the Government servant Not more than one legally married wife is included in a family for the purpose of these rules Terms Legitimate children includes widowed daughter residing with and wholly dependent upon the Government servant but does not include adopted children unless adoption is legally recognised under the personal law of the Government servant

NOTES

In this definition of FAMILY the following have been included—

(1) The husband/wife of the Government Servant (as the case may be) but only one legally married wife will be included and not others Hence a muslim Government Servant will get T A for only one wife though he might have upto four wives according to his personal law

(2) Legitimate children has been defined clearly and includes the widowed daughter residing with and wholly dependant on the Government ser ant But the adopted children will be included only if they are validly adopted under the personal law of adoption and not otherwise

(5) Pay means pay as defined in rule 7 (24) of Rajasthan Service Rules and includes dearness pay appropriate to pay but it excludes Special pay and Non practising or Non-clinical allowance

NOTES

PAY (as defined in rule 7 (24) of R S R)—means the amount drawn monthly by a Government servant as—

(i) the pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and

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NOTES

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(i) the pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and

(ii) special pay and personal pay and

(iii) any other emoluments which may be specially classed as pay by the Governor

Refer to rule 5 (1)· Actual pay means the pay defined in item No (5) above i e pay + dearness pay but not special pay

THE RATES OF DEARNESS PAY

(Effective from 1 2 68 vide No F 1 (7 F D (Rules)/69 dated " 4 69)

S No	Grade	Dearness Pay
1	Less than Rs 110/-	47/-
2	Rs 110 & above out less than Rs 150/-	70/-
3	Rs 150/- and adove but not less than Rs 210/-	90/-
4	Rs 210/- & a bove but less than Rs 400/-	110/-
5	Rs 400/- to 499/-	120/-
6	Above Rs 499/-	Amount in balance after deducting the pay from Rs 619/-

(6) Public Conveyance means railway train or passenger bus or other conveyance which plies regularly for the conveyance of passengers on payment of individual fare but does not include a taxi car scooter tonga or other conveyance hired for a particular journey

(7) Transfer means a transfer of a Government servant in the public interest from one headquarter station in which he is employed to another such station either to take up duties of a new post or in con equence of a change of the heaquarters of his post

(8) Travelling Allowance means and includes mileage allowance halting allowance and permanent travelling allowance

(9) ' Mileage Allowance ' means an allowance granted to a Government servant to meet the cost of a particular journey on the basis of distance travelled by rail road or air

(10) Halting Allowance means an allowance an granted to a Government servant to meet the cost of lodging and boarding and other incidedtal expenditure necessitated at the place of halt

(11) Journey on Tour means a journey undertaken by a Government servant on duty to a place other than his headquarters either within or beyond his sphere of duty

(12) Period of absence from headquarters means period of absence from headquarters which begins on the day on which the Government servant actually leaves the headquarters and ends on the day on which he returns thereto

CHAPTER II

CATEGORISATION OF GOVERNMENT SERVANTS

4 *For the purpose of calculating Travelling Allowance Government servants are divided into five categories —*

1	Category A	Government servants in receipt of actual pay of Rs 1800/- p m or more
2	Category B	Government servants in receipt of actual pay of Rs 1000/- p m or more but less than Rs 1800/- p m
3	Category C	Government servants in receipt of actual pay of Rs 425/- p m or more but less than Rs 1000/- p m
4	Category D	Government servants in receipt of actual pay of Rs 250/- p m or more but less than Rs 425/- p m
5	Category E	Government servants in receipt of actual pay of less than Rs 250/-

5 (1) For the purposes of these rules the term actual pay means as defined in rule 3 (5) of these rules whether drawn while holding a post in substantive or officiating or purely temporary capacity at the time when the journey is undertaken

NOTES

Please see the notes under Rule 3 (5)

(2) In the case of a Government servant re employed after retirement the term actual pay means pay puls the amount of pension including pension equivalent of Death cum retirement gratuity if any irrespective of commutation of a part of pension if any or pensionary equivalent of Government contribution with interest thereon and special contribution included in the total retirement benefits in respect of a Government servant governed by Contributory Provident Fund as the case may be, but not exceeding the maximum pay of the post in any case

NOTES

If a retired Government Servant is re employed his actual pay under these rules shall be calculated as follows

Pay + original pension + pension equivalent of death-cum retirement gratuity (if any)

EXAMPLE (1) A re employed Government Servant gets Rs 150/- p m (after commutation of one fourth) and Rs 385/- p m in the scale of 385 850 in addition to that He received Rs 4500/- as gratuity and hence gets Rs 36/- as an equivalent pension to it For purpose of T A his actual pay will be—

Refer to rule 5 (1) Actual pay means the pay defined in item No (5) above i e pay + dearness pay but not special pay

THE RATES OF DEARNESS PAY

(Effective from 1 12-68 vide No F 1 (7/F D (Rules)/69 dated " 4 69)

S No	Grade	Dearness Pay
1	Less than Rs 110/-	47/-
2	Rs 110 & above but less than Rs 150/-	70/-
3	Rs 150/- and aduve but not less than Rs 210/-	90/-
4	Rs 210/- & a bove but less than Rs 400/-	110/-
5	Rs 400/- to 499/-	120/-
6	Above Rs 499/-	Amount in balance after deducting the pay from Rs 619/-

(6) Public Conveyance means railway train or passenger bus or other conveyance which plies regularly for the conveyance of passengers on payment of individual fare but does not include a taxi car scooter tonga or other conveyance hired for a particular journey

(7) ' Transfer means a transfer of a Government servant in the public interest from one headquarter station in which he is emplo yed to another such station either to take up duties of a new post or in con equence of a change of the heaquarters of his post

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(10) Halting Allowance means an allowance an granted to a Government servant to meet the cost of lodging and boarding and other incidedtal expenditure necessitated at the place of halt

(11) Journey on Tour means a journey undertaken by a Government servant on duty to a place other than his headquarters either within or beyond his sphere of duty

(12) Period of absence from headquarters means period of absence from headquarters which begins on the day on which the Government servant actually leaves the headquarters and ends on the day on which he returns thereto

CHAPTER II

CATEGORISATION OF GOVERNMENT SERVANTS

4 *For the purpose of calculating Travelling Allowance Government servants are divided into five categories —*

1	Category A	Government servants in receipt of actual pay of Rs 1800/- p m or more
2	Category B	Government servants in receipt of actual pay of Rs 1000/- p m or more but less than Rs 1800/- p m
3	Category C	Government servants in receipt of actual pay of Rs 425/- p m or more but less than Rs 1000/- p m
4	Category D	Government servants in receipt of actual pay of Rs 250/- p m or more but less than Rs 425/- p m
5	Category E	Government servants in receipt of actual pay of less than Rs 250/-

5 (1) For the purposes of these rules the term actual pay means as defined in rule 3 (5) of these rules wh ther drawn while holding a post in substantive or officiating or purely tempo rary capacity at the time when the journey is undertaken

NOTES

Please see the notes under Rule 3 (5)

(2) In the case of a Government servant re employed after retirement the term actual pay means pay puls the amount of pension including pension equivalent of Death cum retirement gratu ity if any irrespective of commutation of a part of pension if any or pensionary equivalent of Government contribution with interest thereon and special contribution included in the total retirement benefits in respect of a Government servant governed by Contributory Provident Fund as the case may be, but not exceeding the maximum pay of the post in any case

NOTES

If a retired Government Servant is re employed his actual pay under these rules shall be calculated as follows

Pay + original pension + pension equivalent of death-cum retirement gratuity (if any)

EXAMPLE (1) A re employed Government Servant gets Rs 150/- p m (after commutation of one fourth) and Rs 385/- p m in the scale of 385-850 in addition to that He received Rs 4500/- as gratuity and hence gets Rs 36/- as an equivalent pension to it For purpose of T A his actual pay will be—

Pay	385/-
Original pension before commutation	200/-
Pension equivalent to gratuity	36/-
So Actual pay	= 621/-

On basis of this actual pay of Rs 621/- he comes in Category C

EXAMPLE (2)

If in example (1) above he gets Rs 385/- in scale of Rs 300-600 does it make any difference ?

ANS —Similarly his actual pay will be calculated to Rs 621/- but it will be limited to Rs 600/- as the maximum of the scale and will come in Category C

(3) In case of a Government servant drawing consolidated pay the term actual pay means the amount which is equal to 60% of the consolidateb pay

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CHAPTER III

PRINCIPLES OF CALCULATION OF MILEAGE ALLOWANCE

6 *General* —(1) Travelling Allowance is a Compensatory Allowance and is so regulated that it is not on the whole a source of profit to the recipient

(2) (i) A Government servant s claim to Travelling Allowance shall be regulated by the rules in force at the time of journey in respect of which they are made

(ii) No revision of claims of Travelling Allowance is permissble in cases where a Government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or of increased rate of pay and that on which it is notified unless it is clear that there has been on actual change of duties Claim for revised Travelling Allowance is however permissible in cases where correct rate of pay has been determined and authorised in accordance with rules in force with retrospective effect in place of provisional payment

NOTES

An officer drawing Rs 385/- p m was promoted in the Scale of 275-650 but due to formalities of the creation of the new post the Accountant General could not authorise him the pay of the new post for 9 months The officer was allowed on interim basis the minimum of his Scale i e Rs. 275/- p m consequently he drew the T A accordingly i e on the lower rates But when his salary was fixed for the new post and now he is entitled to submit the revised T A claim which is admissible under this rule

(3) A competent authority may prescribe the limits of th sphere of duty and a place as a headquarter of a Governmer servant In case of doubt the competent authority may decid whether particular absence from headquarters is to be treated a journey on tour for the purpose of these rules

NOTES

Kindly refer Schedule to Chapter X Item No. 1 in which the powers under this rule have delegated

7 *Principles of Calculation* —(1) For the purposes of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes provided that wher there are alternative railway routes and the difference between them in point of time and cost is not great mileage allowance should be calculated by the route actually used

(a) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling

(b) For journey on tour the road routes between the places and in respect of officer or category of officers mentioned below against them shall be treated as the shortest if the journey is actually performed by their own cars or in a Government vehicle —

Place	Category of Officers
Jaipur & Bundi	Category A B & C
Jaipur & Kota	–do–
Ajmer & Kota	–do–
Jaipur & Tonk	–do–

(2) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest his mileage allowance should be calculated by the route actually used

(3) A competent authority may for special reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or the cheapest provided that the journey is actually performed by such route

NOTES

Please refer to the item No 2 in the Schedule to Chapter (10) for delegation of the powers under this rule

(4) (i) Where a Government servant performs journey by road in a public conveyance or *[in a motor car or in a scooter/motor cycle/ Moped etc owned by him] between the places connected by rail he shall be entitled to mileage allowance as admissible for road journey

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*Substituted for "in his own car vide No F 3(9)F D (Rules)/70 dated 4-1-1972.

Pay	385/-
Original pension before commutatiod	200/-
Pension equivalent to gratuity	36/-
So Actual pay	= 621/-

On basis of this actual pay of Rs 621/- he comes in Category C

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If in example (1) above he gets Rs 385/- in scale of Rs 300 600 does it make any difference ?

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(3) A competent authority may prescribe the limits of the sphere of duty and a place as a headquarter of a Government servant In case of doubt the competent authority may decide whether particular absence from headquarters is to be treated as journey on tour for the purpose of these rules

NOTES

Kindly refer Schedule to Chapter X Item No 1 in which the powers under this rule have delegated

7 *Principles of Calculation* —(1) For the purposes of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes provided that when there are alternative railway routes and the difference between them in point of time and cost is not great mileage allowance should be calculated by the route actually used

(a) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling

(b) For journey on tour the road routes between the places and in respect of officer or category of officers mentioned below against them shall be treated as the shortest if the journey is actually performed by their own cars or in a Government vehicle —

Place	Category of Officers
Jaipur & Bundi	Category A B & C
Jaipur & Kota	-do-
Ajmer & Kota	-do-
Jaipur & Tonk	-do-

(2) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest his mileage allowance should be calculated by the route actually used

(3) A competent authority may for special reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or the cheapest provided that the journey is actually performed by such route

NOTES

Please refer to the item No 2 in the Schedule to Chapter (10) for delegation of the powers under this rule

(4) (i) Where a Government servant performs journey by road in a public conveyance or *[in a motor car or in a scooter/motor cycle/ Moped etc owned by him] between the places connected by rail he shall be entitled to mileage allowance as admissible for road journey

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*Substituted for in his own car vide No F 3(9)F D (Rules)/70 dated 4-1-197?

limited to rail mileage allowance unless road mileage allowance works out to be less than the rail mileage allowance In case of officers entitled to travel by rail in air conditioned class the expre ssion 'rail mileage allowance for the purpose of this sub-rule includes mileage allowance admissible in respect of journey by rail in air conditioned class also, if air conditioned accommodation in train is provided on that route

(ii) If the countersigning authority himself or any officer subordinate to him performs a journey by road *[in a motor car or in a scooter/Motor cycle/Moped etc owned by him or in a Govern ment vehicle between the places connected by rail and claims road mileage allowance by clearly specifying the public interest served by the road journey for example saving of time, inspection of the site on the road side etc he shall be entitled to claim road mileage allowance subject to recording of a certificate by the countersigning authority on the T A bill to the effect that the specified public interest served by the road journey would not have been served had the journey been performed by rail

Exception—The provisions of this rule shall not apply to the Vigilance Commissioner who may undertake journey by road at his discretion without disclosing the public interest served by the road journey

(iii) For the purpose of this rule a journey performed between places not directly connected by rail but which can be reached by rail upto rail terminus and then by bus or any other means of public conveyance shall be treated as a journey partly by rail and partly by road unless the mileage allowance calculated by road works out to be less than mileage allowance calculated for journey partly by rail andartly by road

(5) A journey on transfer is held to begin or end at the actual residence of the Government servant concerned Any other journey is held to b gin or end in any station at the duty point in that station The term duty point means the place or office of employ ment of the Government servant at the headquarters or place or office visited by the Government servant on duty at an outstation and where there are two or more points at an outstation the point farthest from the railway station in case of journey by rail or road and from air booking centre in case of journey by air shall be treated as duty point in any other case journey may be treated to have commenced or ended at the place of the residence of Govern ment servant at that station

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*Substituted for in his own car vide No F 3(9) F D (Rules)/70 dated 4 1 1972.

NOTES

DUTY POINT The sub-rule (5) above describes a duty point as follows

(a) Place or office of employment at Hqrs

or

(b) On out station—The office or place where he went but if more than one place or office then the farthest from Railway Station etc will be duty point

EXAMPLE (1) An official went to Jodhpur to attend the official work at High Court Here High court is the duty point for which the mileage allowance is admissible from Railway Station

EXAMPLE (2) An L D C of Inspector of Schools Jaipur went to Bikaner on duty and he went to the office of I O S Bikaner (2 k m from Rly station) and the office of the Director of Education (5 k m from Rly station) Here the farthest place i e office of the Director is the duty point and he will get mileage allowance for 5 k m and not for 2+5=7 k m

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CHAPTER IV

TRAVELLING ALLOWANCE FOR JOURNEY ON TOUR

8 *Rates of Mileage Allowance & Halting Allowance* —(1) The rates of mileage allowance admissible to a Government servant for journey on tour performed by rail or road or air shall be as indicated in Appendix I II & III appended to this Chapter

(2) The Halting Allowance shall be admissible at the rates and subject to the conditions mentioned in Appendix IV appended to this Chapter

9 *Admissibility of Travelling Allowance for journey on Tour* —(1) Subject to rules contained in Chapter II & III and rule 8 the Travelling Allowance admissible to a Government servant for journey on tour shall be as follows —

(i) For journey by rail

(a) Mileage Allowance at the rates for railway travel shown in Column in 2 & 3 of Appendix I plus

(b) Halting Allowance at the rates prescribed for the station of halt

(ii) For journey by road in a public conveyance

(a) Mileage Allowance at the rates shown in Column 3 Appendix II plus,

(b) Halting Allowance at the rates prescribed for station or halt

(iii) For journey partly by road in a public conveyance and partly by rail

(a) For the road journey in a public conveyance mileage allowance at the rates for travel by road shown in Column 3 of the Appendix II,

(b) For the rail journey mileage allowance at the rates for rail travel shown in Column 2 & 3 of Appendix I, plus

(c) Halting Allowance at the rates prescribed for the station of halt

(iv) (a) For journey by Air

(i) Mileage allowance at the rates for air journey shown in Appendix III plus

(ii) Halting Allowance at the rates prescribed for the station of halt

(b) For journey by air in a chartered plane or free transit by air

(i) Halting Allowance only * [For stay at a station at the rates prescribed for the station of the halt]

(v) For journey by car or any other conveyance owned by the Government servant

(a) Mileage allowance at the rates prescribed in Column 2 of Appendix II

(b) Halting Allowance at the rates prescribed for the station of halt

NOTE —Mileage Allowance under (a) above shall not be admissible if the propulsion charges are not borne by the Government servant

(vi) For journey by car or any other conveyance hired by a Government servant or Government servants

(a) If hired or borrowed solely by a single Government servant Travelling Allowance as shown in clause (v) above shall be admissible

(b) If two or more Government servants share hiring charges or propulsion cost of a conveyance each Government servant may draw actual share of hire paid plus incidental charges restricted to Halting Allowance as admissible for road journey provided the total mileage allowance shall not exceed the amount which would have been admissible if Government servant had travelled all alone

NOTE —A borrowed car the propulsion charges of whi h are paid by the Government servant is equivalent to a hired car

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* Sub vide No F 3 (9) F D (Rules)/70 dated 4-1 72

(vii) For journey by car or any other conveyance which is no his own or hired

* (a) Halting Allowance according to item (5) of Schedule to Appendix IV

(viii) For mixed journey by road i e partly by own car or hired conveyance or Government vehicle or vehicle provided by a local fund or local body

(a) Travelling Allowance for each type of journey as a separate individual journey under clause (v) to (viii) as the case may be subject to the condition that total mileage allowance shall not exceed the mileage allowance to which he would be entitled had he covered the whole distance in his own or hired car

(2) (i) No travelling allowance other than Permanent Travelling Allowance is admissible for any day on which a Government servant does not reach a destination outside the limits of his headquarters the distance of which more than 8 Kms from his duty point or return thereto from a distance exceeding 8 Kms whether by rail or road For the purpose of this rule the limits or headquarters in case of a town or city extends upto municipal limits of the town or city

(ii) A non gazetted Government servant travelling on duty from his duty point at his headquarters to any other place within the limits of his headquarters i e whithin the municipal limits of a town or city is entitled to get actual amount spent by him in payment of fare for rail/bus/tram/ferry or conveyance charges admissible to him under the General Financial and Accounts Rules whichever is higher

10 Government may for special reasons to be recorded b *the controlling officer justifying payment of actual trave*lling expenses in the interest of Government work allow payme of actual travelling expenses incurred in connection with journey or tour by a Government servant under the express orders of his immediate superior officer under whom he is employed

11 If short journeys are undertaken by a Government serv belonging to Category A B and C on tour in the c of Bombay/Calcutta/Madras/Delhi whithin the municipal l between the place of his actual stay and the place(s) or off visited by him in connection with Government work he sh entitled to actual amount spent by him in payment of fare for tonga Scooter/and rail tram or bus fare as the case m A Government servant belonging to Category 'D and E s entiled to claim actual amount spent by him in payment of f

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* Sub vide No F 3 (9) F D (Rules)/70 dated 4-1 72 & wa substituted vide even No. dated 16-2 73

tonga *scooter/and rail tram or bus A detailed statement in the* prescribed proforma in respect of such short journeys undertaken shall be appended to Travelling Allowance claim

PROFORMA

Details of short journey

Date	Brief particulars of places between which taxi/conveyance was used	Purpose of journey	Mode of conveyance	Rate of fare prevailing at the time journey was undertaken	Actual fare paid
1	2	3	4	5	6

Certified that I have actually travelled -- -Kms by- as stated above from the place of actual stay and paid Rs -- on account of fare/hire charges

Signature of Govt servant
Designation

MEMO

* Sub —Rajasthan Travelling Allowance Rules 19/1–Appendix I under rule 8 (1)

In the Rajasthan Travelling Allowance Rules 1971 it has been made incumbent upon every Government servant who undertakes journey on duty by occupying a b rth in first or second class in a railway train either to present cash reciept issued by the railway authorities in token of payment of rail fare or to mention serial number of rail ticket purchased by him in the Travelling Allowance bill The Rajasthan Travelling Allowance Rules, 1971 are effective from 1 9 1971 but they were published on 5th October 1971 the date on which the Government Central Press Jaipur released it for sale In the circumstances it was not possible for a Government servant to keep record of serial number of rail tickets in respect of journey performed by him on or after 1 9 71 in compliance to the aforesaid provisions The matter has been considered and it has been decided that the travelling allowance claims of the Government *servants who* performed journey on tour or transfer by rail during the period from 1-9 1971 to 31 10-71 may be admitted irrespective of the presentation of cash receipt issued by the railway or mention of serial number of rail tickets in their travelling allowance claims

The categorisation of the Government servants in the Rajasthan Travelling Allowance Rules, 1971 has been charged Consequently

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No F 3 (9)/FD (Rules)/70 dated 4 Jan 1972

there may be few marginal cases where Government servants who were entitled to travel in first or second class by rail under the o d Travelling Allowance Rules but they are now not so entitled with effect from 1 9 1971 on account of revised categorisation in the *Rajasthan Travelling Allowance Rules 1971 With a view to regula* rise such cases Government are pleased to order that journeys if any performed by su h Government servants in first or second class by rail during the period from 1 9 71 to 31-10-71 shall be deemed to have been *performed under the Rajasthan Travelling Allowance Rules* 1971 with the sanction of the Government.

APPENDIX I

Rule 8 (I)

RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

Category of Govt servants	Actual rail fare of class of accommodation	Incidental charges	Remarks
1	2	3	4
A Rs 1800/ & above & Secretary to Govt Special Secretary to Govt Secretary to Governor and Secretary to Chief Minister irrespective of pay	First class or Air conditioned class or Air Conditioned Slpy Accommodation in Deluxe train including reservation charges paid to Railway, if any Air Conditioned Sleeper in Radhani Express including reservation charges paid to Railway if any	4 paisa per Km in case of journey by rail in Class I or 3 paisa per Km in case of journey by Air Conditioned Class or Air Conditioned Sitting Accommadation in Deluxe train limited to amount of one halting allowance for every period of 24 hours or fraction of 24 hours spent on actual travel by rail 3 paisa per Km limited to Half halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail Note I—The rate of halting allowance for the purpose of incidental charges shall be the rate of halting allowance admissible (other than the Split rates shown in col 4 and 5 of Appendix IV) at the place where journey ends	Instructions appended to Column No 2 are applicable to all Category of Govt Servant 1 Every Government servant who travels on duty by occupying a birth in First or Second Class in a railway train shall be required to produce evidence of having actually performed the journey in the class for which rail fare in claimed For this purpose, he shall either present cash receipt issued by railway authorities in token of Payment of rail fare or mention serial number of rail ticket purchased by him in the Travelling Allowance Bill 2 Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available In the former case they

1	2	3	4
		2 When a journey on tour is performed by rail and then by bus etc in continuation (or vice versa) the rail air or bus journey will be treated as one journey for the purpose of calculation of inciden tal charges limited to one halting allowance for every period of 24 hours or fraction thereof 3 If a Govt servant undertakes journey by rail or bus and returns to headquaters on the same day the incidental charges for forward and return Journey shall be limi ted to one Halting Allowance	can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the latter case they may claim the actual railway fare and incidental charges of the category to which they belong 3 If a Government servervant entitled to travel in a higher class by rail actually travels in third class sleeper, he shall be entitled to rail fare inclusive of sleeping accommodation charges 4 Claims for refund on unused tickets should be preferred to con cerned railway State Road Trans- port concern and Airlines The amount of cancellation fee charg ed by the railway Airlines or Road Transport concern etc shall be reimbursed by the Government on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled solely due to official reasons The ordinary reservation fee in such cases may also be reimbursed to the Government

			servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railway Road Transport or Air lines Authorities Refund of Agency charges paid to a travel ageney for booking journey for his own convenienc are not to be made The cancellation charges shall be claimed in the T A bill
B Rs 1000/ & above but below Rs 1800/	First Class or Air Condition-d sitting accommodation in Deluxe trains including reservation charges paid to Railway if any Air Conditioned chair car in Rajdhani Ex press including rese rvation chrages paid to Railway if any	4 paisa per Km limited to one Halting Allowance for every pe riod of 24 hours or a fraction of 24 hours spent on actual travel by rail 4 paisa per Km limited to Half Halting Allowance for every period of 24 hours (r a fraction of 24 hours spent on actual travel by rail Notes given in Column 3 above against item 'A shall also apply here	5 Gun man accompanying a Minister while on tour may travel by rail in Class I if the Minister himself is travelling in that Class and it is so desired by the Minis ter He shall be entitled to Class I fare plus incidental charges at the rates specified for the category to which he belongs subject to recording of following certifi cate — Certified that I travelled in the same 1st class compartment in which the Minister was tra velling '
C Rs 425/ & above but below Rs 1 000/	First Class or Air Conditoned sitting accommodation in	3 paisa per Km limited to one halting Allowance for every period of 24 hours or a fraction	6 Railway Magistrates Officers and men of Railway Poli e Force Force who are entitled to a free

1	2	3	4
	Deluxe trains includ ing reservation char ges paid to Railway, if any Air Conditioned Ch air car in Rajdhani Express including re servation charges paid to Railway if any	of 24 hours spent on actual travel by rail 3 paisa per Km limited to Half Halting Allowance for every period of 24 hours or fraction of 24 hours spent on actual tra vel by rail Notes Given in Column 3 above against item A shall also apply here	pass under the Free pass rules of *the Railway for making journey* on tour by rail are not entitled to claim rail mileage allowance at the rates prescribed in this Appendix However if he is required to undertake journey on duty by *road in cotinuation of* rail journey he shall be entitled to claim road mileage allowance in addition to halting allowance admissible under these rules provided he travels by road to a place *at a distance exceeding* 8 Kms from the rail point or returns there to from a distance exceed ing 8 Kms
Rs 250/ ard above but below Rs 425/	II class including re servation chages paid to railway if any	2 paisa per Km limited to one Halting Allowance for every period of 24 hours or a fraction of 24 hours spent on actual tra vel by rail Notes Given in Column 3 above against item A shall also apply here	

E Less than Rs 250/	III Class including reservation charges paid to railway if any	2 paisa per Km limited to one Halting Allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail Notes Giv n in Column 3 above against item A shall also apply here Note 4—If a Government servant entitled to travel in class III actually use III class sleeper accommodation he shall be reimbursed cost of sleeping accommodation in addition to rail fare provided the distance travelled by rail is not less than 300 Kms and the night journey involved is for a period of not less than 6 hours

APPENDIX II

Rules 8 (1)

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Govt servants	Special Rates		Ordinary Rates
1	2		3
A & B	(i) Journey in a motor car owned by a Govt servant or hired by him	40 paipa per Km for first 100 Kms and 35 Paisa per Km for distance travelled beyond 100 Kms	(a) Actual Air conditioned/Deluxe/Upper Class Bus fare plus passenger Tax and local tax charged if any plus incidental charges at the rate of 4 paisa per Km as admissible for rail journey
	(ii) Journey by a Scooter/Motorcycle/Moped etc owned by a Govt servant	20 Paisa per Km for first 100 Kms and 15 paisa per Km for distance travelled beyond 100 Kms	Note 1 When a journey on tour is performed by rail and then by bus etc in continuation (or vice versa) the rail, air or bus journey will be treated as one journey for the purpose of calculation of incidental charges limited to one halting allowance for every period of 24 hours or fraction thereof
	(iii) Journey by any other means of conveyance like Rikshaw Tonga Motor Rikshaw	40 paisa per I m	2 If the Govt servant undertakes journey by rail or/and bus and returns to headquarters on the same day the incidental charges for forward and return journey

(iv) Journey on cycle or on foot — 15 Paisa per Km

* Note A Government servant shall not undertake journey by a scooter/ motorcycle/moped etc owned by him for a distance exceeding 15 Kms from his headquarters to places connected by rail or regular bus service Road journey by a scooter/motorcycle/moped etc owned by a Government servant may however, be made for a distance not exceeding 100 kms from his headquarters between places neither connected by rail nor by regular bus service

shall be limited to one Halting Allowance

(b) Mileage allowance for journey within a radius of 8 Kms to reach IAC/Railway Station/Bus stand from duty point and vice versa —

PLACE	RATE
(i) Jaipur/Bikaner/Ajmer Jodhpur/Kota/Udaipur	Rs 2 75 Fixed charges
(ii) Delhi/Bombay/Calcutta/ Madras	Rs 7 50 Fixed charges
(iii) All other places	40 Paisa per Km

Note A Goverment servant who uses departmental vehicle (including staff car) for road journey from office or residence to air port or Railway station or Bus Stand and vice versa in connection with undertaking of a journey by air,

* Added vide No F 3(9) F D (Rules)/70 dated 4 1 1972

1	2	
		rail or road shall not be entitled to road a mileage allowance from duty point to IAC Office, Railway Station or Bus Stand and vice versa
C	-do- -do- Exception The rates shown against item (i) (iii)& (iv) in this Column against category A and B' in this column shall be increased by 50% in respect of journey performed within 48 Kms of International border by the following categories of employees of Police Depart ment employed in Border Intelligence Branch D S B and Counter Espionage Branch 1 Circle Inspector 2 Sub Inspector	(a) Actual Air conditioned/Deluxe/Uupper Class Bus fare puls passenger tax plus local tax if charged any plus incidental charges at the rates admissible for rail journey Note —1 and 2 mentioned in this column against Category A and B shall also apply here (b) Mileage allowance for journey within a radius of 8 Kms to reach IAC/Railway Station/Bus Stand from duty point or vice versa PLACE — RATE (i) Jaipur/Jodhpur/Kota/Bikaner/Udaipur/Ajmer — Rs 2 75 fixed charges (ii) Delhi/Bombay/Calcutta/Madras — Rs 7 50 fixed charges (iii) At other places — 40 paisa per Kms Note —given below item (b) (iii) above in this column against category A & B shall also apply here

'D & E	(i) Journey by any other means of conveyance other than Motor Car like Tonga Rikshaw, Motor Rikshaw	40 Paisa per Km	(a) Actual ordinary class Bus fare plus passenger tax plus local tax if charged any plus incidental charges at the rates admissible for rail journey
	(ii) Journey on cycle or foot	15 paisa per Km	Note —1 and 2 mentioned in this column against Category 'A and 'B' shall also apply here

(b) Mileage allowance for journey within a radius of 8 Km to reach IAC/Railway Station/Bus Stand from duty point or vice versa —

	PLACE	RATE
(i)	Jaipur/Jodhpur/Bikaner/ Ajmer/Udaipur/Kota	Rs 2/ fixed charges
(ii)	Delhi/Bombay/Calcutta/ Madras	Rs 6/ fixed charges
(iii)	At other Places	40 paisa per Km

Exception The rates shown against item (i), (iii) & (iv) in this column against category 'A & B' shall be increased by 50% in respect of journey performed within 48 Kms of International border by the following categories of employees of Police Department employed in Border Intelligence Branch, D S B and Counter Espionage Branch —

1 Circle Inspector
2 Sub Inspector
3 Asstt Sub Inspector
4 Head Constable
5 Constable

Note —given below item (b) (iii) above in this column against Category "A" & B' shall also apply here

GENERAL NOTE —

The procedure laid down in item 4 of Remarks colmun of Appendix I shall apply in respect of refund of cancellation charges on unused Bus tickets issued by S Road Transport Concern

APPENDIX III

Rule 8 (1)

Mileage Allowance For Travel by Air

Eligibility 1	Mileage Allowance 2	Remarks 3
1 Secretary and Special Secretary to Government Secretary to Governor & Chief Minister Advocate General and Officers drawing pay of Rs 1800/ and above 2 Government nominees attending meetings of Companies Cooperative Societies autonomous bodies Industrial or Commercial Corporations or any other corporate body or statutory organisation may travel by air if the Company/ Bodies pay air expenses even though they are not entitled journey to travel by air under these rules 3 Persons not eligible to travel by Air can travel by Air at public	One actual single fare Plus incidental charges equal to 20% of actual fare limited to one Halting Allowance *Note* —1 The rate of Halting Allowance for the purpose of incidental charges shall be the rate of Halting Allowance admissible (other than the split rates prescribed in Column 4 & 5 of Appendix IV) at the place where journey ends 2 If more than one air journey or *return journey* is performed within 24 hours the incidental charges for all journeys shall be restricted to one Halting Allowance 3 In case of air journey to Bombay Calcutta and Kanpur *the incidental* charges	1 If Government servants not authorised to travel by air on tour perform journey by air he may draw mileage allowance which would be admissible if he had travelled by rail or road 2 Gunman accompanying the Chief Minister may travel by Air, if it is so desired by Chief Minister He shall be entitled to claim single fare of air plus incidental charges of the category/class which would have been admissible had he performed journey by rail or road *3 (i) Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by air are

* The following item No 3 was added No F 3 (9) F D (Rules)/70 dt 4 1 72 an as deleted vide No F 3 (9) FD (Rules)/70 dt 1 12 72

APPENDIX IV

[Rule 8 (2)]

Rates of Halting Allowance

Category	For all localities within the State	For all localities outside the State	Split Rates for Delhi Bombay Calcutta and Madras		Remarks Applicable to all categories of Govt servants
			Maximum harges for cHotel and meals at Hotel or Restaurent	Allowance for other charges	
1	2	3	4	5	6
A Rs 1800/ & above	15 00	22 00	45 00	7 00	Note –1 Admissibility of halting allowance is subject to the conditions mentioned in the schedule appended to this Appendix 2 Conditions for drawing Halting Allowance at Split Rates — (I) In Case of stay of Delhi Halting Allowance at Split Rate will be admissible only if an officer claiming the allowance records acertifi

						comprising of either (a) or (b) shown in vou cher(s) are less than the maximum admissible in Column 4 actual am unt will be payable
E.	(i) Rs 125/ & above but less than Rs 250/	5 50	9 00	15 00	2 00	
	(ii) Below Rs 125/	4 00	6 00	10 00	1 50	
						(iii) *No vouchers are to be presented for charges claimed under column 5*
						(iv) Actual taxi charges admissible under rule 12 shall be in addition to Halting Allowance at SplitRates
						(3) Where Halting Allowance is not claimed at split rates shown in col 4 and 5 Halting Allowance for stay in Bombay/ Calcutta/Delhi/Madras shall be admissible at the rates shown in Col 3

**Note 4 St e Gove n ent e ant po ted s ns ou o Raja t A hall if*

Schedule to Appendix IV

CONDITION FOR ADMISSIBILITY OF HALTING ALLOWANCE

(1) Halting Allowance may not be drawn except during a period of absence from Headquarters on duty

(2) Halting Allowance shall be admissible for each day of stay at a station beyond 8 Kms from the duty point at the Headquarters of Government servant provided the stay at that station on a particular day is at least for 8 hours

(3) (a) Halting Allowance shall be admissible upto a period of 60 days for continuous halt at a particular station In case the halt is continued beyond a period of ‡[30 days] sanction of Government in the Administrative Department will be necessary

(b) If a Government servant is allowed or avails of free boarding and lodging during halt at a particular station provided by the Rajasthan Government or the host Government or organisation or body responsible for causing the halt the rate of Halting Allowance shall be 25% of the normal rates prescribed for that station

(4) Halting Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty No halting allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour

* [(5) If a Government servant travels in a car or by other means of conveyance which is not his own or hired shall irrespective of whether he returns to the headquarter on the same day or not be entitled to halting allowance as follows —

(i)	If the absence from the headquarters is more than eight hours	One halting allowance
(ii)	If the absence from headquarters is more than four hours but	Half halting allowance

‡ Substituted for 60 days vide No F 3 (9) F D (Rules)/70 dt 28 8 72

* Substituted vide No F 3 (9) F D (Rules)/70 dated 16 2-1973 for the following —

(5) Halting Allowance for one day shall be admissible to a Government servant who travels in a Government vehicle or provided with free conveyance and the journey begins and ends at the Government Servant s headquarters on the same day provided that the absence from headquarters is for at least 6 hours

not more than 8 hours	
(iii) If the absence from the headquarters is not more than four hours	No halting allowance

In such cases the admissibility of the above halting allowance will be subject to the condition that not more than one halting allowance for every absence of 24 hours from headquarters shall be admissible]

(6) Railway Magistrates, Officers and men of Railway Police Force who undertake journey by rail on train duty shall be entitled to one halting allowance for a single spell of return trip duty if he spends more than 6 hours in any period of 24 hours irrespective of the hour at which absence from his headquarters begins or ends

NOTES

1 The following conditions for T A on tour are worthnoting

(a) The journey begins or ends from the duty point or the Headquarter

(b) Duty point has been explained in the Notes to Ch pter (3)

(c) The minimum distance from Hqrs is 8 Km for which T A is admissible

(d) When visiting several places at an out station the farthest place will be treated as duty point

2 The following allowances are admissible for a journey —

(a) FOR OUTWARD JOURNEY

(i) Mileage allowance at the fixed rates from the duty point of the headquarters to the Railway Station or bus stand

(ii) Mileage Allowance + fare from Hqrs Rly Station/bus stand to the Rly Station/bus stand of the out Station

(iii) Mileage Allowance from out station s Rly Station or bus stand to Duty point at the out Station

(iv) Halting Allowance for halt at prescribed rates.

(b) FOR INWARD OR RETURN JOURNEY

(v) Mileage Allowance from the duty point to the Railway Station/bus Stand of that out station

(vi) Mileage Allowances + actual fare from that Railway Station/bus Stand to the Headquarter s Rly Station/bus Stand

(vii) Mileage Allowance for Headquarter s Rly Station/bus Stand to duty point at Headquarters

3. Halting Allowance —

(i) The absence from headquarters may be treated on duty by the Head of the departments concerned or the controlling officers as per item No. 1 of the Schedule to Chapter X

(2) The maximum limit of continuous halt is now only 30 days which was 60 days prior to amendment of 28-8 1972 and no sanction of competent authority was required for the halting allowance For more than 30 days the sanction of the Competent Officer is necessary

(3) The minimum period of halt is 8 hours for which one halting allowance is admissible but within the span of 24 hours not more than one halting allowance is allowed If the span of time exceeds 24 hours then alone 2 Halting allowances will be admissible when two days are involved in the same journey

(4) If the duty point is not left on holidays or restri ted holidays then alone the Halting Allowance shall be allowed otherwise not

(5) For the journey by the free vehicle or Govt vehicle the minimum period of absence from headquarter must be more than 4 hours or 8 hours for which half or full Halting Allowance respectively shall be admissible For absence of less than 4 hours no halting allowance is allowed

The restriction impo ed by Rule 9(2) (i) i e [minimum di tance of 8 Km of the farthest place visited is also applicable in these cases

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CHAPTER V

PERMANENT TRAVELLING ALLOWANCE

12 *Permanent Travelling Allowance* —A permanent travelling Allowance is a fixed monthly amount granted to a Govern ment servant whose duties require him to travel extensively whithin his sphere of duty This allowance is granted in lieu of all other forms of Travelling Allowance

13 *Conditions of Grant* —(1) Except during leave temporary transfer or joining time a permanent Travelling Allowance may be drawn all the year round irrespective of whether the Govern ment servant is absent from Headquarters or not

(2) (a) If a Government servant in receipt of permanent Travelling Allowance performs journey by rail or where rail journey is combined with road journey within jurisdiction the travelling allowance for the rail journey or rail cum road journey may be drawn under rules contained in Chapter IV of these rules subject to deduction from his Permanent Travelling Allowance @ 1/30 of Permanent Travelling Allowance for each day occupied in journey and for each day on which the Government servant receives halting allowance for halts

(b) If a Governm-nt servant in receipt of Permanent Travelling Allowance undertakes a journ y under the orders of competent authority beyond his jurisdiction (including such part of it which is whithin jurisdiction) he may draw Travelling Allowance under these rules subj-ct to deduction from his Permanent Travelling Allowance @ 1/30 of th- Permanent Travelling Allowance for each day occupied in the journey and for each day on which the officer draws halting allowance for halts

14 The Government servants mentioned in the Appendix appended to this chapter shall be entitled to Permanent Travelling Allowance at the rates and subject to such conditions as may be specified by the Government from time to time

APPENDIX I

LIST OF GOVERNMENT SERVANTS WHO ARE ENTITLED TO PERMANENT TRAVELLING ALLOWANCE

1 (a) Inspectors of the Settl ment D partment who work on field in connection with Traverser Survey Soil Classification attestation and disposal of objections etc shall be allowed a fixed Travelling Al'owance of Rs 40/ p m in lieu of Travelling Allowance as per rules

(b) The Insp ctors will be eligible to receive this Travelling Allowance for eight months in a year as directed by *the Settlement* Commissioner The grant of fixed Travelling Allowance to the Inspectors will be subject to the following *conditions* —

(i) that the officer in receipt of fixed Travelling Allowance should be on tour for 15 days in a month and should spend 15 nights at points beyond a radius of 8 Kms from his h-adquarters

(ii) if the number of days toured and nights spent outside *his* headquarte s falls below the prescribed number of 15 in a month a dedu tion should be made in the fixed Trav-lling Allowance at the rate of Rs 1 35 per day in respect of th- d-ficiency and

(iii) in resp--t of journeys to points outside his jurisdiction he should be allowed Travelling and Halting Allowance *admissible* under these rules subject to a deduction of Re 1 35 per day

(iv) *Permanent Travelling Allowance shall not be admissible* to an Inspector of Land Records who has b-en provided with Camel Sewar in lieu of a peon

2 Naib Tehsildar and Insp-ctor Land Records *of the Colonisa*tion Department should be allowed a fixed Travelling Allowance of Rs 40/ p m subj-ct to the following conditions —

(i) that the Naib Tehsildars and Inspectors Land Records in receipt of this allowance should be *on* tour for 15 days in a month

and should spent 15 nights at points beyond a radius of 8 Kms from their headquarters,

(ii) if the number of days toured and nights spent outside their headquarters falls b low the prescrib•d number of 15 days in a month a deduction should be made in the allowance at the rate of Re 1 35 per day in respect of the deficiency and

(iii) in respect of journey to points outside their juri diction they should be allowed Travelling and Halting Allowance admissible under these rules subject to a deduction of Re 1 35 per day

3 Officers of the Police Department of the rank of Sub Inspectors and below —

(a) *Sub Inspectors Assistant Sub Inspectors Head Constables* and Constables in Police Department posted at Police Stations/Police Out posts shall be allowed fixed Travelling Allowance in liew of ordinary Travelling Allownace for journeys within jurisdiction of their police station/police out post at the rates given below subject to the conditions mentioned in sub paragraphs (b) & (c)

(i) Sub Inspectors posted in rural areas	Rs 40/ P M
(ii) Sub Inspectors posted in urban arers i e at police stations and out posts located within Municipal limits of any town	Rs 25/ P M
(iii) Assistant Sub Inspectors posted in Rural areas	Rs 20/ P M
(iv) Assistant Sub Inspectors posted in urban area i e at police stations and out posts located within Muni cipal limits of any town	Rs 15/ P M
(v) Head Constables posted in Rural or urban areas	Rs 15/ P M
(vi) Constables posted in rural or urban areas	Rs 7/ P M

(b) Sub nspectors and Assistant Sub Inspectors posted in *rural areas*

(i) The Sub Inspectors/Assistant Sub Inspectors in receipt of this allowance should be on tour for 15 days in a month at points beyond a radius of 8 Kms from his headquarters

(ii) If the number of days toured outside the headquarters falls below the pre cribed number of 15 a deduction should be made at the rate of Re 1 35 or Re 0 65 per day in case of Sub Inspector/ Assistant Sub Inspector respectively in respect of the deficiency

(iii) In respect of journeys to points outside his jurisdiction Sub Inspector/Assistant Sub Inspector should be allowed travelling allowance and halting allowance as admissible under the rules

subject to a deduction of Re 1 35 and Rs 0 65 per day from fixed travelling allowance for each day of journey

(c) In case of journeys by Head Constables and Constables to points outside their jurisdi tion Travelling Allowance and Halting Allowance admissible under the rules shall be allowed subject to a deduction of fifty paisa and twenty five paisa per day respectively from fixed travelling allowance f r each day of such journeys

4 Inspectors of the Excise and Taxation Department

(a) Inspectors in the Excise and Taxation Department who are incharge of Excise circles should b- allowed a fixed Travelling Allowance of Rs 40/ p m sudject to the following conditions —

(i) that the Inspector in receipt of the allowance should be on tour for 15 days in a month ard should spend 15 nights at points beyord a radius of 8 Kms from his headquarters

(ii) if the number of days toured or nights spent outside his headquarters falls below the prescrib d number of 15 a deduction should be made at the rate of Re 1 35 per day in respect of the deficiency and

(iii) in respect of journeys to points outside his jurisdiction he should be allowed Travelling and Halting Allowance admissible under rules subject to a deduction of Re 1 35 per day

(b) Inspector of the Excise and Taxation Department other than those covered by (a) shall be entitled in respect of journey p rformed by them on duty to Travelling Allowance (including Halting Allowance for halts) as admissible under the Rules subject to the coudition that those provided with Camel Sewars at Government expenses will not be entitled to road mileage allowance for road journey performed within their jurisdiction

5 *[Except the Rangers and Dy Rangers working under the State Trading Scheme of Forest Deptartmnet] Rangers and Deputy Rangers in the Forest Department who are incharge of Ranges should be allowed a fixed Travelling Allowance of Rs 40/ per mensem The grant of fixed Travelling Allowance will be subject to the following conditions —

(i) that the officer in receipt of the fixed Travelling Allowance should be on tour for 15 days in a month and spend 15 nights at points beyond a radius of 8 Kms from his headquarters

(ii) if the number of days toured and nights spent outside his headquarters falls below the prescribed number of 15 a deduction should be made at the rate of Re 1 35 per day in respect of the deficiency and

(iii) in respect of journeys to points outside his jurisdiction he should be allowed Travelling and Halting Allowance admissible under the rules subject to a deduction of Re 1 35 per day

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* Added vide No F 3 (9) F D (Rules)/70 dated 4-1 1972

Note —As an exception to Rule 12 these officers are entitled to halting allowance under ordinary rules for journeys from or to their headquarters to or from places at a distance of over 48 Kms even though such places may be within their sphere of duty provided they are absent from their headquarters for consecutive nights

6 Peripatetic Vaccinators of the Public Health Department

(a) The fixed Travelling Allowance at the rate of Rs 40/ p m shall be allowed to Vaccinators who are not provided with Camel Sewars subject to the following conditions —

(i) that the Vaccinators in receipt of the allowance should be on tour for 15 days in a month and spent 15 nights at points beyond a radius of 8 Kms from their headquarters

(ii) if the number of days toured or nights spent outside head quarters falls below the prescribed number of 15 a deduction should be made from the Fixed Travelling Allowance at the rate of Re 1 35 per day in respect of the deficiency and

(iii) in respect of journeys to points outside the jurisdiction he should be allowed Travelling and Halting Allowance admissible under rules subject to a deduction of Re 1 35 per day

(b) The Vaccinators who are provided with Camel Sewars shall be entitled to fixed travelling allowance @ Rs 15/ p m subject to the condition mentioned in sub clause (i) (ii) & (iii) of clause (a) above except that the rate of deduction per day shall be Re 0 50/ per day for the purpose of condition mentioned in sub clause (ii) & (iii) respectively in their cases

7 Inspectors Land Records and Moharrirs of the Building and Roads and Irrigation Divisions of the Public Works Department

(a) Inspectors Land Records and Patwaries of the Chambal Project Stage II & III Kotah should be allowed a fixed Travelling Allowance of Rs 20/ p m *subject to the following conditions* —

(i) that the officials in receipt of fixed Travelling should be on tour for 15 days in a month and should spend 15 nights at points beyond a radius of 8 Kms from their headquarters

(ii) if the number of days toured and nights spent outside their headquarters falls short of the prescribed number of 15 days in a month a deduction should be made in fixed Travelling Allowance at the rate of Re 0 65 per day in respect of the deficiency and

(iii) in respect of journeys to points outside their jurisdiction they should be allowed Travelling and Halting Allowance admissible under the Rules subject to a deduction of 0 65 paisa per day

The fixed Travelling Allowance will be admissible till the project is completed and their jurisdictions are fixed During the maintenance period they will be governed by the Rajasthan Travelling Allowance Rules

8 Process Servers of Commercial Taxes Department shall be allowed a fixed travelling allowance of Rs 20/ per month subject to the following conditions —

(i) that the process servers in receipt of fixed travelling allowance should be on tour for 15 days in a month at points beyond a radius of 8 Kms from their headquarters

(ii) if the number of days toured outside headquarters falls short of the prescrib d number of 15 days in a month a deduction should be made at the rate of Re 0 65 per day from the fixed Travelling Allowance in respect of the deficiency

In addition to above they shall be entitled to actual rail or bus fare of the lowest class

9 Mines Guard of the Mines Department shall be allowed fixed Travelling Allowance of Rs 30/ p m subject to the following conditions —

(i) that the Mines Guard in receipt of the allowance shall remain out on tour within his jurisdiction for a period of not less than 15 days and spend 15 n ghts in a month

(ii) if the number of days toured or nights spent on tour falls below the prescribed number of 15 a deduction shall be made at the rate of Re 1/ per day in respect of deficiency

(iii) in respect of journeys to points outside his jurisdiction he shall be allowed Trav llir g and Halting Allowance as admissible under rules subject to a deduction of Re 1/ per day

*10 Officer of the Excise Department of the rank of patrolling officer and below —

(a) The patrolling officers Jamadars and Sepoys in the Excise Department (Preventive Force) shall be allowed fixed travelling allowance at the rate given below subject to the condition mentioned in sub paragraph (b) below

(i)	Patrolling Officers Gr I	Rs 40/ p m
(ii)	Patrolling Officer Gr II	Rs 30/ p m
(iii)	Jamadars	Rs 15/ p m
(iv)	Sepoys	Rs 7/ p m

(b) (i) The officers in receipt of the fixed travelling allowance should be on tour for 15 days in a month and spent 15 nights at points beyond a radius of 8 kms from his headquarters

(ii) If the number of days of tour outside the headquarters falls below the prescribed number of 15 the deduction should be made at the rate of Re 1 35 or Re 1/ or Re 0 50 or Re 0 25 per day in case of Patrolling Officer Gr I II Jamadars and Sepoys respectively in respect of deficiency

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* Added vide No F 3 (9)/FD (Rules)/70 dated 1 12 72.

(iii) In respect of journeys to points outside their jurisdiction Patrolling Officers Gr I II Jamadars and Sepoys should be allowed travelling allowance and halting allowance as admissible under the rules subject to a deduction of Re 1 35, Re 1/ Re 0 50 and Re 0 25 per day respectively from fixed travelling allowance for each day of journey

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CHAPTER VI

NON ADMISSIBILITY OF TRAVELLING ALLOWANCE TO CERTAIN GOVERNMENT SERVANTS

15 (1) The following categories of Government servants who are required to perform journeys by road within jurisdiction in the process of discharging their duties shall not be entitled to any Travelling Allowance or Permanent Travelling Allowance —

(i) Patwaries

(ii) Settlement Amins

(iii) Settlement Field & Survey Staff

Note —Settlement Amins are allowed actual cost of carriage of Survey instruments when they are sent on duty

(iv) Class IV servants of all description (including horse and Camel Sewars and process servers)

Note —Class IV Government servants accompanying their superior officers on tour are entitled to travelling allowance

(v) Choudharies, Mukaddams and Farm Ploughman of Agriculture Department

(vi) Forester * [Except foresters working under State Trading Scheme of Forest Department]

‡(vii) [Malaria Surveilance Workers/Basic Health Workers]

(2) Government may from time to time add delete or modify this list

16 If a Government servant not entitled to Travelling Allowance under rule 15 of these rules undertakes a journey under the orders of competent authority beyond his jurisdiction (including such part of it which is within jurisdiction) he may draw Travelling Allowance admissible to Government servants for journey on tour in accordance with provision contained in Chapter IV of these rules

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* Added vide No F 3 (9) F D (Rules) 70 dt 4-1 72

‡ Added vide No F 3 (9) F D (Rules) 70 dt 28-8-72

CHAPTER VII

TRAVELLING ALLOWANCE FOR JOURNEY ON TRANSFER

17 *Admissibility of Travelling Allowance on Transfer* —(1) A Government servant who is transferred from one station to another in public interest and not at his own request shall be entitled to Travelling Allowance at the rates given in Appendix appended to this Chapter

(2) A Government servant who takes leave not exceeding 4 months after he has given over charge of his old post and before he has taken charge of his new post is entitled to Travelling Allowance under these rules irrespective of the fact whether order of transfer is received before or after the commencement of leave

(3) A Government servant whose posting is changed while in transit from one post to another is entitled to Travelling Allowance —

(i) from his old station to that place enroute to the station to which he was originally proceeding at which he receives his further orders of transfer and

(ii) thence to his new Station

(4) A Government servant deputed for a temporary duty at a station other than the place of his posting or transfer temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose of claiming Travelling Allowance under this rule In the absence of any orders to the contrary the journey performed by him in such cases shall be treated as journey on tour

Travelling Allowance Admissible to Government Servants on Transfer

Category of Govt servants	Mileage Allowance by Rail		Mileage allowance by Road	
	For self	For family	For self	For Family
1	2	3	4	5
Category A & B	(i) 2 fares of the first class plus (ii) Half month s pay at the rate of pay admissible during joining time subject to maximum of Rs 150/	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is actually paid as per Railway Tariff regulations	Two actual bus fares for a journey performed by road in bus plus half month s pay at the rate of pay admissible during joining time subject to Maximum of Rs 150/	One extra bus fare for each member of family and half fare for each child accompanying him for whom full fare or half fare is actually paid
Category 'C	do	do	do-	-do
Category D	(i) 2 fares of the second class plus (ii) Half month s pay at the rate of pay admissible during joining	do-	do	do-

	time subject to maximum of Rs 150/			
Category E	(i) 2 fares of third class plus (ii) Half month s pay at the rate of pay admissible during joining time subject to maximum of Rs 150/	do	do	do

Travelling Allowance Admissible to Government servants on Transfer

*Road mileage allowance for journey between places not connected by rail or regular bus service		Cost of carriage of personal effects by Rail or Road	*Remarks
For self	For family		
6	7	8	9
40 paisa per km plus Half month s pay at the rate of pay admissible during joining time subject	Additional mileage allowance at the rate of 40 paisa per km for the members of his family if the number of members of family	Re 0 70 per km *Note* —Rates shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport	If a Government servant on transfer belonging to category A B', C and D actually undertakes journey by rail in a class

* Added vide No F 3 (9) F D (Rules)/70 dt 4-1 /2

6	7	8	9
to maximum of Rs 150/	is more than three other than the self *Note* —No road mileage allowance for the journey performed from the actual residence of the Government servant to railway station/bus stand or vice versa shall be admissible'	Company/Proprietor for actual freight charges If the actual freight charges If the actual fright charges paid work out to be less than the amount calculated at the rate shown in this column actual freight charges shall only be admissible	lower than that to which he is entitled under these rules he shall be allowed one actual rail fare of the class actually used plus one full rail fare of the class (excluding taxes if any) to which he is entitled on the basis of his categorisation in lieu of two rail fares indicated in item (i) under column 2 of this Appendix against respective category of Government servants
do	do	Re 0 35 per km (Note given in this column against Category A & 'B shall also apply here)	
-do-	do	Re 0 17 per km (Note given in this Column 6 against category A & B shall also apply here)	
do	do	Re 0 08 per km (Note given in this Column 6 against Category 'A & B shall also apply here)	

Travelling Allowance to Government Servants on Transfer

Category of the Govt servants	Cost of carriage of conveyance	Remarks
1	2	3
Category 'A & B	*By Rail* Actual cost of transportation of Motor Car, Scooter Moped or Motor Cycle (with or without a side car) at owners risk *Note* 1 A single third class fare is allowed to chauffer or cleaner actually employed for motor car and if he actually travels by rail 2 The conveyance may be transported by passenger train or goods train at his option in latter case cost of packing and transporting the conveyance to and from goods shed are at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight charge able for transporting conveyance by passenger train 3 If distance between 2 stations is 400 kms or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or road	Following explanations are given of terms used in this Appendix (i) The term personal effects is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable (ii) Charges for the transport of personal effects and conveya nce of a Government servant on Transfer will be admissible even if they precede him by a period not exceeding a month or follow him by a period not exceeding six months from the date of his relief at his old sta tion Cases in which the afore mentioned time limits are ex ceeded will require the sanc tion of the Head of the Dep artment under whose control

By Road

1. If a Government servant transports Motor Car Scooter Moped or Motor cycle under its own power an allowance @15 paisa per km for motor car and 7 paisa per km for motor cycle etc is admissible for the distance between 2 stations by ordinary route If the Government servant himself and/ r any member(s) of his family travel(s) by the vehicle he may, in lieu of this allowance draw railway fares which would have been admissible if the journey had been pe formed by rail and if the two places are not connected by rail the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix II appended to Chapter 4 but no separate road mileage for family shall be admissible in such a case as shown in column 5 of this appendix
2. If car is loaded in a truck actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ 15 paisa per km in respect of places connected by road shall be admissible

Category C — Same as for Category A & B shown above

Category D — 1 Cost of carriage of Motor Cycle/Scooter/

the Government servant is serving for the time being

(iii) A member of a Government servant s family who follows him within six months or preceds him by not more than one month from the date of his relief at his old station may be treated as accompanying him These limits may be extended by the Head of Department in individual cases attendant with special circumstances in respect of Government servants serving under his administrative control

When a Government servant as a result of this transfer to a new station is obliged to move his family to some other station or when a Government servant and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for

Category D

	Mopeds shall be admissible as admissible to a category C Officer 2 Actual cost of transportation of cycle at owners risk shall be admissible If he transports it by road the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible * *Note* —Note 2 mentioned in this column under heading 'By Rail (on page 34) against Category A & B shall also apply here	reasons which the competent authority considers sufficient then the Government servant shall receive the actual expenses of the journey which his family undertakes upto the amount which he might have drawn had his family travelled direct from his old station to his new provided that the journey is undertaken within a month prior to the date of the Government servant s relief at his old station or within six months subsequent to the date Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of Department in respect of Government servants serving under his administrative control or of the administrative Department in case of the Head of Department himself
Category E	Actual cost of transportation of cycle at owners risk shall be admissible If he transports it by road the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible * *Note* —Note 2 mentioned in this column under heading By Rail (on page 34) against category A' & B shall also apply here	For the purpose of this rule the category of a Government servant will be determined with reference to the facts on the date

* Added vide No. F 3 (9) F D (Rules)/70 dt 4 1 1972

1	2	3
		of his transfer while the number of fares admissible will be dete rmined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer
		(iv) Children of Government serva nts who are studying in educa tional institutions at a place other than the Government ser vant s headquarters at the time of transfer shall be considered as members of Government ser vant s families for the purpose of Travelling Allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new station limited to rail/road fare from old station to new station or actual rail/bus fare whichever is less

(v) A Government servant who travels in a Government vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follows –

(i) If the family of Government servant travels with him —

For self One mileage allowance for journey by road at the rates given in Column 4

For family No Travelling Allowance

(2) If Government servant alone travels —

For self One mileage allowance for journey by road at the rates given in Column 4

For family As admissible under normal rules

(vi) The provisions contained in column 2 and 3 shall not apply to a Police Officer using free rail passes Their Travelling Allowance shall be regulated in accordance with provision of para 123 and 128 of Railway Manual

1	2	3
		(vii) Where both husband and wife are in Government employment and are transferred at the same time or within 6 months of his/her transfer from one and the same old station to another same new station, either of them shall only be entitled to transfer Travelling Allowance the other member(s) being treated as a member of his/her family not in Government employment on furnishing the certificate prescribed for this purpose in Chapter IX of these rules

NOTES

T A ON TRANSFER

1 The fir t condition for T A on transfer is that the transfer was made in public interest and not on request of the Government Servant concerned

2 While a Government Servant is on transfer and on the way or before joining at the new place he is re transferred his T A claim shall be governed by Rule 17 (3)

Illustration

The Vikas Adhikari Bhadra was posted and transferred as Administrative Officer at Jaisalmer He was on move and at Jodhpur he got the information of his transfer to Jhunjhunu on the same post He returned to Jaipur and obtained the order and joined at Jhunjhunu

In this case he is entitled to T A from Bhadra to Jodhpur and Jodhpur to Jhunjhunu Had be been reached to Jaisalmer he would have entitled to T A from Bhadra to Jai almer and Jaisalmer to Jhunjhunu

3 If the transfer is only temporary for the period of less than 30 days the journey on transfer shall be treated as ordinary Journey as per rule 17(4)

4 The Transfer T A includes the following items —

(a) Mileage Allowance from Residence to Rly Stn /Bus Stand at first station & same at the next station [Rule 7(5)]

(b) If the journey is performed by Rail the mileage allowance for self & the family as given in Appendix I Col 2 and 3

(c) If it is by Road the rates given in Col 4 & 5 of the Appendix I shall be admissible

Family is defined in Rule 3(4) of these rules

(d) The expenditure of carriage of the Personal effects will be admissible at the rates shown in Col 6 and it will neither exceed this limit nor will be more than the actual expenses in any case The Railway Receipt is compulsorily to be attached with the T A bill

(e) If the Government servants owns a Motor car Scooter moped motor cycle or cycle he will be entitled to the expenses of carriage as shown in Appendix I separately

(f) Other conditions relating to transfer T A are given in Col 3 of the last appendix

ADVANCE T A ON TRANSFER

G F & A R Rule 411 prvoides for the advance T A on transfer which may be drawn from the starting station else it may be taken at the place of joining within 15 days of taking over the charge there

The entry of the advance must be shown in the Last Pay Certificate of the person concerned This advance will be a adjusted from the Transfer T A bill immediately on presentation

CHAPTER VIII

CONVEYANCE ALLOWANCE

18 (1) The Government may grant a monthly conveyance allowance on such conditions as it thinks fit to impose on any Government servant who is required to travel extensively within a short distance from his headquarters under conditions which do not entitle him to Travelling Allowance

(2) Except as provided in sub-rule 4 a conveyance allowance is drawn all the year round is not forfeited during absence from headquarters and may be drawn in addition to any other Travelling Allowance admissible under the rules provided that a Government servant who is in receipt of a conveyance allowance specially granted for the upkeep of a motor car or motor cycle shall not draw mileage allowance for a journey by a motor car, motor cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe

(3) In the case of a Government servant in receipt of a conveyance allowance the conveyance allowance for days on which road journey is performed in the conveyance in respect of which such allowance is granted and for which journey a halting allowance or mileage allowance is claimed will be deducted @ 1/30th of the monthly allowance for each day from the amount of travelling allowance Such officers shall record a certificate on their travelling allowance bill as to whether or not the conveyance in respect of which the allowance is granted has been used in making the journey

(4) The drawal of conveyance allowance during leave temporary transfer and joining time shall be regulated as follows

(a) Conveyance allowance granted on the condition of maintaining motor car/motor cycle shall not be admissible during

(i) joining time leave the period of temporary transfer or training treated as duty and also during holidays prefixed to leave or holidays suffixed to leave and joining time

(ii) any period of more than 15 days at a time during which a Government servant in receipt of conveyance allowance is absent from headquarters or duty or does not maintain a motor car/motor cycle or the motor car/motor cycle maintained by him remains out of order or is not used for official journey for any other reasons

(b) Conveyance allowance whether granted on the condition of maintaining his own cycle or cycle provided by the Government shall be admissible during leave or temporary transfer and during joining time

(c) Conveyance allowance granted on the condition that a horse camel or any other animal is maintained may be drawn during leave or temporary transfer or joining time

(d) A conveyance allowance to which obligation of maintaining a motor car/motor cycle or horse or any other animal is not attached shall not be admissible during leave, temporary transfer joining time or training period treated as duty

Note —1 Leave means total leave of all kinds not exceeding 120 days and the 1st 120 days of the leave if the actual duration of the leave exceeds that period but does not include extraordinary leave study leave and leave preparatory to retirement/refused leave/terminal leave whether running concurrently with notice period or not When vacation or holidays are combined with leave the entire p riod of vacation or holidays and leave should taken as one spell of leave

2 Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months For purposes of this rule it includes deputation Subject to the limit of four months, if the temporary duty is subsequently extended beyond four months in all will remain intact upto the date of the order of extension

(5) A Government servant who is granted conveyance allowance on the condition of maintaining a motor vehicle or cycle or any animal shall record on the pay bills for the month of January and July every year a certificate in the form given below which shall be countersigned by the controlling authority

Certified that I have actually maintained the motor car/motor cycle/cycle/animal during the period for which conveyance allowance has b en claimed by me and that the conditions prescribed in rule 18 of the conveyance allowance ru es for drawal of conveyance allowance have not been violated

IMPORTANT ORDERS

CAMEL ALLOWANCE TO CAMEL SOWARS

In supersession of all the previous orders the Governor has been pleased to order that with effect from 1-4 1966 Camel Allowance at the rate of Rs 40/- P M shall be allowed to all Camel Sowarst subject to the following conditions —

1 That a Camel Sowar maintains a Camel at his own cost for Government duty

2 *A Government servant who is granted conveyance allowance on the condition of maintaining an animal shall record on the pay bill for the month January and July every year a certificate in the form given below which shall be countersigned by the controlling authority

"Certified that I have actually maintained an animal during the period for which conveyance allowance has been claimed by me and that the conditions prescribed in rule 18 of the conveyance allowance rules for drawal of conveyance allowance have not been violated

3 No travelling allowance of any kind will be admissible to the Govrnment servant for journeys by road within his jurisdiction

4 For journeys by road otherwise than by passenger bus service outside his jurisdiction only daily allowance shall be allowed on recording a certificate that the Camel in respect of which allowance is granted was used in the journey

5 Travelling allowance according to rules shall be admissible in case of journeys outside his jurisdiction by rail or by passenger bus service

These orders shall however not apply to R A C personnel who will continue to draw the camel allowance in accordance with the Home Department Order No F 5/2 (6) HE Gr II/62 dated 10 11 1962

[F D Order No F 1 (78) FD (Exp-Rules)/66 dated 4 3 1967]

CONVEYANCE ALLOWANCE CASHIERS

His Highness the Raj pramukh has been pleased to order that for bringing/taking cash from/to Banks or Treasuries exceeding Rs 1 000/-at any one time cashiers (or others entrusted with the duty in any office) may be allowed actual conveyance charges upto a maximum limit of Rs 6/-in a month per office where the Bank or Treasury is situated at a distance from the office and the Head of the office certifies that the use of a hired conveyance is necessary

[F D O No F 32 (5) E/52 dated 25 5 1954]

CYCLE ALLOWANCE TO CYCLE SOWARS

Under the existing orders a Cycle Sowar using his own cycle for the Government work is entitled to an allowance of Rs 6/-p m

The Governor has been pleased to order that with effect from 1 8 1964 the aforesaid allowance may be raised to Rs 9/-p m In the pay bill **for the mouth of July and January each year a certificate

*As amended in accordance with Provisions contained in Rule 18 (5) of T A Rules

**As amended in accordance with provisions contained in Rule 18 (5) of R T A Rules

shall be recorded by the Drawing Officer to the effect that the cycle Sowar in whose favour the allowance at the enhanced rate is being drawn is possessing his own cycle and is maintaining it in good condition

Cycle Sowars who are provided cycles by the Government shall continue to draw an allowance of Rs 3/- p m as hithertofore

[F D O No F 1 (31) FD (E R)/64 dated 10-8 64]

विषय —साईकिल भत्ता दिये जाने हेतु।

वित्त विभाग आज्ञा सख्या एफ १ (३१) एफ डी (व्यय नियम) ६४, दिनाक १० ८ १९६४ के द्वारा जो साईकिल सवार ६/ रुपये मासिक भत्ता, अपनी निजी साईकिल को सरकारी काय हेतु उपयोग मे लाने के लिए प्राप्त करते थे उसकी दर दिनाक १ ८-१९६४ से ९/ रुपये मासिक कर दी गई थी।

मुझे यह बतलाने का निदेश हुआ है कि राजस्थान के राज्यपाल ने यह निणय और किया है कि अन्य कमचारी जो अपनी निजी साईकिल का उपयोग सरकारी काय के लिये करते हैं और जिन्हे ६/ रु० मासिक भत्ता मिलता है उनके भत्ते की दर दिनाक १ ८ १९६४ मे ९/ रु० मासिक उपर्युक्त आज्ञा म वर्णित शर्तों पर कर दी जाय।

जिन कमचारियो को सरकार म साईकिलें मिलती हैं वे ३/- रु० मासिक भत्ता मौजूदा आज्ञाओं के अन्तगत प्राप्त करते रहगे।

[कार्यालय ज्ञापन वित्त विभाग सख्या एफ १ (३१) वि वि (व्यय नियम) ६४ दिनाक ६ अप्रेल, १९६५]

CHAPTER IX

INSTRUCTIONS FOR DRAWING OFFICERS AND CONTROLLING OFFICERS

19 *Controlling Officer to be declared by Competent Authority* — Government shall declare what authority shall be Controlling Officer for travelling allowance purposes of each Government servant or category of Government servants It may if it thinks fit declare that any particular Government servant shall be his own Controlling Officer

20 *Signature of Controlling Officer necessary on travelling allowance bills* —A bill for travelling allowance (other than a permanent allowance) of a Government servant other than the Head of a Department shall not be paid unless countersigned by the Controlling Officer

21 *Duties of Controlling Officer* —It is the duty of a Controlling Officer before signing or countersigning a travelling allowance bill —

(a) to scrutinize the necessity frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration

(b) to scrutinize carefully the distance entered in the travelling allowance bills

(c) to satisfy himself (i) that mileage allowance for journey by Railway has been claimed at the rate applicable to th class of accommodation actually used and (ii) that where the actual cost of transporting personal effects etc is claimed under these rules the scale on which such servants personal effects etc were transported was reasonable and to disallow any claim which in his opinion does not fulfil these conditions

(d) to sati fy himslf that travelling allowance is not on the whole a source of profit to the recipient

(e) to observe any subsidiary rules or orders which a competent authority may make for his guidance

22 *Countersignatute does not dispense with the necessity for* formal audit with reference to rates and general conditions The Accountant General will accept countersignature by the proper authority or the signature of the Drawing Officer when a bill does not require countersignature as final evidence that the facts of the journey on which the claim is founded are correct and that the claim *is admissible with reference to Rule 21 and to any departmental* rules If is the duty of the controlling or the Drawing Officer as the case may b- to enforce departmental rules

23 The following instructions should be followed by all Drawing and Controlling Officers These instructions are in addition to the duties entrusted to the Controlling Officer under these rules —

1 The bills should indicate clearly the full purpose of the journey Vague phrases like On Govenment Duty should not be used

2 The actual pay designation and place of Headquarters of the Government servant should be correctly and clearly mentioned in the bill

3 If the journey commencess from a place other than the Headquarters the reasons for the same should be stated in the remarks column against the first entry in the Travelling Allowance bill

4 In case journeys are peformed by means of conveyance other than one provid d at the expense of the Government etc it may be stated in the bill whether the cost of propulsion was paid by the Government servant claiming travelling allowance

5 In the case of tran fer Travelling Allowance bills the full relationship of the members of the family to the Government servant and their ages should be stated in the bill

6 If the journey is undertaken to attend a Court of Law or Departmental Enquiry the court certificate or certificate from the Enquiry Officer as the case may be must be attached with the bill

7 If free board and lodging is allowed at the expense of the Government or the host Govt or organisation or body causing the halt the fact should be indicated in the bill Controlling Officers should ensure at the time of countersigning bill that such information is not withheld

8 Time barred Travelling Allowance claim should be sent for pre audit to the Accountant General after completing all necessary formalities as prescribed in General Financial & Accounts Rules

9 Travelling Allowance bills of non gazetted officers Particularly stenographers Personal Assistants and Class IV Government servants are certified by the gazetted officers under whose instructions the journey was performed

10 One or more of the following certificates which may be appropriate should be recorded on the Travelling Allowance bills by the Government servant claiming travelling allowance If any additional certificate is required by any rule or order the same should also be recorded

CERTIFICATES TO BE RECORDED ON T A BILLS

	Nature of the Certificate	Circumstances under which necessary
	1	2
1	Certified that the payment of this bill had not been received before	In all cases
2	Certified that the members of my family in respect of whom Travelling allowance has been claimed are residing with me and are wholly dependent on me	In case of journey on transfer for which Travelling Allowance in respect of family has been claimed

1	2
3 Certified that the road journey for which mileage allowance has been claimed at sp cial rates was perfor med in my own car and the entire propulsion charges were borne by me	In cases where journey by road is performed in own car
4 Certified that entire running/hire charge on the car No engaged for road journey was paid by m• or share of Rs out of the total amount of running expenses of Rs .. .. was paid by me	In cases where journey by road is performed in a borrowed or hired car
5 Certified that my wife/husband who is employed under Government and who has been transferred from to.. .. within 6 months of my transfer has not already claimed any Transfer Travelling allowance in consequence of his/her transfer	In c ses where both hus band and wife are in Go vernment service and transferred from one and the sam place to another same new station

24 Following instructions shall govern the payment and allocation of Travelling Allowance claims of Government servants —

(1) The Travelling Allowance of a Government servant on whatever duty he may be employed shall be debited to the same Head as his pay except in the following cases —

(a) Where a Government servant is permitted to travel on duty connected with an out side body or Fund and is permitted to receive directly T A paid by such body

(b) When Government considers it necessary to show separa tely the cost of a special service and in cases covered by general or special orders of Government authorising a deviation from the gene ral rule

(2) Travelling Allowance of Central Government employees appointed as members of State Committee Commissions etc shall be borne by Central Government unless in any case d cided otherwise The same principle will be followed in ca e of State Government servants appointed to Central Committees and Commissions etc

(3) Travelling Allowance to persons not in Government service appointed to serve a Board/Committee/Commission etc shall be paid by the Department which appoints the Board/Committee/Commission etc

*Sub —Travelling Allowance Rules

As a result of liberalisation of rates of travelling allowance with effect from 1-9-71 there will be a tendency for the expenditure under this head to show a rise The need of economy in expenditure on

*Vide No F 3 (9) FD/Rules 70 Dated 25-5-1972

travelling allowance has however become paramount specially in view of stringent financial position of the State Accordingly it is enjoined upon all controlling officers that they should very carefully scrutinise the necessity frequency and duration of journey and halts for which travelling allowance is claimed, so that unnecessary journey do not mount up expenditure on travelling account The controlling officers have full power to disallow the whole or any part of journey or halt if he considers that a journey was unnecessary or unduly protracted or that halt was of excessive duration It has come to the notice of the Government that Government servants have been despatched on duty to distant places for petty business e g obtaining forms of travelling allowance bills from Government Press or to procure Service Book of a Government servent or to deliver monthly Account of Treasury/ Forest/Public Works to the Accountant General etc These tasks can be performed or achieved by making use of normal postal/rail parcel facilities which are comparatively economical Some of the officers bring with them a number of subordinate officers and ministerial Govt servants when the come to Jaipur for discussion in respect of very important and urgent matters They should as far as possible permit only the absolute minimum number of Government servants to accompany them on such occasions Class IV Government servants and stenographers should not be allowed to accompany officer visiting Jaipur/Delhi or District headquarters Similarly parties visiting Accountant General's office, Jaipur for reconciliation of expenditure figures should not frequently visit Jaipur but only twice or thrice in a year and such a party should compose of not more than 2 persons ordinarily The controlling officer may issue directions to a Government servant in respect of duration of halt at a particular station for Performance of duty and may also where he considers necessary ask the Government servant to furnish details of the work done or duty performed on each day of halt Visits to Jaipur for discussion of ordinary and routine matters should be particularly avoided These examples are only illustrative and not exhaustive merely to indicate how controlling officers can excercise tight control over travelling expenditure rigidly

2 The controlling officers may also issue written directions to Government servants of Category C not to perform journey on four in their own cars in view of limited appropriation at their disposal to meet travelling allowance expenses Likewise the provisions contained in clause (ii) of sub rule (ii) of rule 7 should be rigidly enforced by the countersigning authorities with a view to bring about real economy in expenditure on travelling allowance claims

3 In all cases where minimum touring has been prescribed for certain categories of field officers under rules or orders of Government it should invariably be done but at the same time unnecessary touring in excess of prescribed essential touring should be scrupulously avoided

4 The Chief Accounts Officer is also being requested to issue

detailed instructions for the guidance of Departmental Interal Check Parties to examine travelling allowance claims with a view [to pin p⁻int cases of unnecessary expenditure on travelling which could have been conveniently avoided

5 The demand for additional funds to meet expenditure over and above the appropriation placed at the disposal of disbursing officers shall ordinarily be rejected straightway unless the department can explain any exceptional reasons and circumstances which necessitated more touring e g in calamitious situations like famine flood earthquake etc or in emergency like war

6 Heads of Department should acknowledge the receipt of this Memorandum

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CHAPTER X

DELEGATION

25 (1) The power of competent authorities under these rules are regulated by the orders embodied in Schedule appended to this Chapter and such other general or special orders as may be issued by Government in this behalf

(2) Except where expressely permitted by Government a Controlling Officer shall not delegate to a subordinate officer his duty of counter signature

SCHEDULE OF DELEGATION OF POWERS

S No	Rule	Nature of Power	Authority to whom the *power is delegated*	Extent of delegation
1	2	3	4	5
1	6(3)	(i) To prescribe the limits of sphere of duty and a place as Head quarters of a Government ser vant	(i) Administrative Depart ment	Full powers in respect of Heads of Departments
			(ii) Heads of Dapartments	Full Powers in respect of all Govern ment servants working under them —
		(ii) To decide whe ther absence from headquarters is absence on duty to be treated as a journey on tour	(i) Appointments Depart ments	Full powers in respect of all Gazetted Officers including ex-offico Secretary to Government posted in the Secretariat
			(ii) Administrative Depart ment	Full powers in respect of Heads of Departments including grant of permi ssion to undertake journey on tour outside Rajasthan
			(iii) Heads of Departments	Full powers in respect of Government servants serving under their control including grant of permission to under take journey on tour outside Rajasthan
			(iv) Controlling Officers	Full powers in respect of Government servants serving under their control

1	2	3	4	5
				for journey on tour undertaken within the State or in the District in the another State adjoining the jurisdiction of the Controlling Officers
			(v) Chairman Nationalisation of Text Books	Full powers both in respect of official & non official members of the panel of Text Books
			(vi) Chief Superintendent Garages	Full powers in respect of Drivers of Motor Garage Department Exception —The general permission has been accorded to Government officers who attend the meetings of the Board of Directors of Companies, Cooperative societies Autonomous Bodies Industrial or Commercial Corporations or any Corporate Body or Statutory Organisation or other concerns as Government nominees for under taking journey outside Rajas than in connection with aforesaid meetings
2	7(3)	To allow mileage allowance by a route other than the shortest or cheapest	Heads of Departments	Full powers in respect of Government servants working under them subject to the fulfillment of following conditions — (1) The journey is performed within his jurisdiction

				(2) Mileage allowance by a route other than shortest or cheapest route is necessary in public interest
3	9(1)	To sanction cancellation charges including reservation charges	(i) Appointments Department	Full powers in respect of officers of Secretariat
			(ii) Administrative Department	Full powers in respect of Heads of Department
			(iii) Heads of Departments	Full powers in respect of Government servants serving under their control
4	19	Powers to declare an authority to be a Controlling Officer and to make rules for the guidance	(i) Administrative Department	Full powers including power to declare a Government servant to be his own Controlling Officer Note —The Secretaries to Government (including Special Secretary Addl Secretary and Ex Officio Secretaries) are authorised to countersign their own Travelling Allowance claims
			(ii) Heads of Departments	Full powers provided that they may not declare a Govt servant to be his own Controlling Officer
5	21	To restrict the frequency and the duration of journey	Controlling Officers	Full powers
6	28	Powers to determine the category to which wit	Commissioner including Addl Commissioner for departmental enqui	Full power subject to the conditions that the halting allowance shall not be granted at rates higher than the rates

1	2	3	4	5
		nesses (other than Government servants) called for departmental enquiries shall belong for the purpose of Travelling Allowance under Note 2 (iii) below sub rule (1) of rule 28	ries and other officers conducting departmental enquiries under the Rajasthan Civil Service (C C A) Rules	shown in Appendix IV attached to Chapter IV Note —The officers conducting the enquiry may allow actual travelling allowance in lieu of total travelling allowance (including halting allowance) where such expenses are less than such total travelling allowance admissible on the above basis
7	31	Powers to determine the Category to which persons not in Government service belong for the purpose of calculating travelling allowance and the rate of halting allowance to be allowed to them	(i) Administrative Department	Full Powers subject to the condition that the rates of halting allowance to be allowed should not exceed the rates laid down in Appendix IV attached to Chapter IV
			(ii) Commissioner (including Addl Commissioner) Departmental Enquiries	do-
			(iii) Addl Director of Primary & Secondary Education	Full powers in respect of persons who are invited for attending Syllabus Advisory Committees or for conducting teachers workshop for participating in Seminars or inspecting agencies and administrative officers etc and also in respect of persons who are invited by the Director State Institute of Educa

tion Udaipur with the approval of the Additional Director of Primary & Secondary education for delivering lectures to the trainees who assemble at the State Institute of Education & his staff subject to the condition that in respect of employees of Central or other State Governments travelling (mileage) allowance and halting allowance shall not be allowed at rates higher than those admissible to such employees under the rules of the Government to which they belong

Note —The following broad principles are laid down for categorisation of non official members for the purpose of travelling allowance —

(1) In the case of non official members who are regular full time employee of an institution and draw salary on monthly basis, the categorisation may be determined with reference to the salary drawn by them The salary drawn by the non official members may be treated as pay for the purpose of rule 4 of the Rajasthan Travelling Allowance Rules

1	2	3	4	5
				(2) In the case of non official members not covered by clause (1) categorisation should be determined with reference to the status held by them in civil life subject to the condition that the categorisation is not higher than that of the highest official member on the Committee

CHAPTER XI

TRAVELLING ALLOWANCE FOR SPECIAL JOURNEYS

26 Travelling Allowance to Government servants for journeys undertaken by them in circumstances other than journey on tour or transfer shall be regulated as follows —

SECTION I

Purpose of Journey	T A Admissible
1 Journey undertaken to join first appointment	1 No Travelling Allowance shall be admissible to a person not already in service without sanction of Government

2 A person already in Government service shall be allowed travelling allowance as for journey on tour by rail (excepting Rail Air conditioned Class) or road only on the basis of category to which he belongs while holding the post in previous department subject to following conditions —

(a) His service in the previous Department was

(i) Permanent or

(ii) Temporary but recruited through the Rajasthan Public Service Commission or

(iii) Temporary but recruited by competent authority according to rules in cases where the post is outside the purview of the Rajasthan Public Service Commission or

(iv) Temporary and not covered by (ii) & (iii) above but having continuous service of at least 3 years on the date of commencement of journey or

(b) His appointment to the other post is on the basis of

(i) Recruitment through the

	Rajasthan Public Service Commission
	(ii) Recruitment by the competent authority according to rules in case where the post is outside the purview of the Rajasthan Public Service Commission
	3 Retrenched Government servants discharged on abolition of a post or pensioner may on re employment be granted travelling allowance as for journey on tour by the authority competent to re appoint him
2 (a) Journey undertaken to attend obligatory examinations	Travelling Allowance as for a journey on tour from the place of posting to the place of examination twice for each standard or part of examination if more than one Note Following examinations are considered as obligatory examinations for the purpose of these rules 1 Departmental examination for the Dy *Superintendent of Police* 2 Qualifying examination for the post of Prosecuting Sub Inspector and Prosecuting Inspector of Police 3 Examination for Con tables qualifying as proficient in finger print work 4 Examination of Sub Inspector and Inspectors of Police deputed to the Finger Print Bureau of the Criminal Investigation Department for training as experts in finger print work *
(b) Journey undertaken for an examination other than obligatory examinations	Travelling Allowance as for journey on tour once only as may be permitted by general or special orders of Government for any particular examination Note Travelling Allowance shall be admissible for the following examinations as for journey on tour

*Notes —This list is related to Police Department only and is not exhaustive but only illustrative one

	1 On passing English or/and Hindi Typing test or English or/and Hindi Stenography test conducted by the Rajasthan Public Service Commission 2 Examinations conducted under Rajasthan Civil Services (Departmental examination) Rules 1959 for the purpose of confirmation on the post held by them If he fails in the examination Travelling Allowance for subsequent journey (s) performed for appearing at an examination shall not be allowed
3 Journey undertaken by a Government servant summoned to appear before selection committee for testing his fitn ss for promotion or a particular employment	Travelling Allowance as for journey on tour No Halting Allowance shall be admissible
4 (a) Journe uadertaken consequent upon compulsory re call from leave of two months or more if half or more than half th period of leave has been availed of	Travelling Allowance shall be admissible as follows — For Self – Mileage allowance at the rates admissible for journey on tour from the place at which the order of re call is received For Family — NIL For transportation of person effe cts and conveyance NIL
(b) Recall of an officer enjoying vacation at a station away from his headquarters	No Travelling Allowance shall be admissible unless specially permitted by competent authority on the grounds of interest of public service
5 Travelling Allowance for a journey to attend a course of training to a person not already in service of Government selected to undergo a course of training	As may be sanctioned by the competent authority
6 Journey undertaken by Government servants to attend non official meetings or conferences of a professional character but not of a service asso	Single railway fare of the class of accommodation to which they are entitled for journeys each way No road mileage allowance and halting allowance shall be admissible

ciation or trade union or like body after obtaining permission of Govern ment	
7 Journey undertaken for undergoing medical exa mination in connection with State Life Insurance Scheme	Travelling Allowance for a journey on tour No halting allowance shall be admissible
8 Journey to attend meet ing of the Board of Dire ctors of Companies Co operative Societies Autonomous Bodies including industrial and commercial Corporation and other statutory orga nisations as Government nominee while on duty or on leave	Travelling Allowance as admissible to the officer under these rules for journey on tour on recording a certificate in the T A bill to this effect that the entire amount of fee or remuneration including the amount of travelling allowance and halting allowance paid to him by such bodies has been credited to the receipt head of the Department concerned A Government officer who attends the meeting of the Board of Directors of Companies etc as a Government nominee at a place other than his headquarters where he is spending leave irrespective of whether it is home town or at any other station during the period of leave shall also be entitled to claim Travelling Allowa nce as on tour under these Rules from and to the station destinations for which Travelling Allowance is allowed by the company subject to the condition that no leave travel concession if admissible in respect of the officer himself would be permissi ble in such a case 2 For attending local meeting such officers shall draw fixed conveyance charges of Rs 10/ for each such meeting
9 Journey undertaken by an unemployed Schedule Caste/Schedule Tribe ca ndidate for interviewd in connection with appoint ment to a post under Government	Astual Bus fare or III class rail fare for forward and return journey by train by the shortest route from his normal place of residence to the place of interview or the place from which he actually performs journey which ever is nearer to the place of interview provided the distance travelled by rail is 80 Kms Candidates called for

	interview by the Rajasthan Public Service Commission shall be paid by them Such expenditure shall be debited to contingencies of the Department
10 Journey undertaken to receiver gallantry medals national awards from the Govt of India or State awards cash prizes merit certificate etc from the Governor at a formal investiture	T A as for a journey on tour

SECTION II

JOURNEY UNDERTAKEN BY A GOVERNMENT SERVANT DURING SUSPENSION

27 (1) A Government servant under supsension who is required to perform a journey to attend the departmental enquiry (other than a police enquiry) against him may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry whichever is less No travelling allowance will however be admissible if the enquiry is held at the out station at his own request His Travelling Allowance will be regulated by the category to which he belonged prior to his suspension

(2) Travelling Allowance to a Government servant whether on duty or on leave or under suspension who undertakes journey to out stations to persue official records for the preparation of his defence in connection with the disciplinary proceedings instituted against him shall be admissible as for a journey on tour without any halting allowance for journey undertaken by him to the stations where the official records are made available The travelling allowance will be allowed from the headquarter of a Government servant or from any other place where the Government servant may be spending his leave or where the suspended officer has been permitted on his own request to reside but not exceeding what would be admissible had the journey been undertaken from the headquarters of the Government servant The grant of the travelling allowance will be subject to the following further conditions —

(i) the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement

(ii) the competent authority certifies that the original records could not be sent to the headquarters station of the Government

servant or the bulk of the documents rules out the possibility of copies being made out and sent, and

(iii) the Head of the Department/Office as the case may be certifies that the journey was performed with his approval

In the case of officer not under suspension at the time of undertaking of the journey the period spent in transit to and from and the minimum period of stay required at the place where official records are made available for perusal shold be treated as duty or leave according as the officer is on duty or on leave at the time In case of officers under suspension who are subsequently re instated in service the period will be treated as duty leave or otherwise in accordance with the order passed by the authority under rule 54 of the Rajasthan Service Rules

(3) Travelling allowance shall be admissible to a Government servant in the following three types of cases as mentioned against each —

(i) Where a Government servant whether he is under suspension or not performs journeys to attend Police/Special Police Establishment enquiry in connection with a case in which he is suspected to be involved	Travelling Allowance for a journey on tour undertaken under the express permission of the Controlling Authority
(ii) Where a Government servant undertakes journeys during suspension for appearing in a Court of Law as an accused and is latter on acquitted by the Court and reinstated in service or would have been re instated in service but for his death or attaining the age of compulsory retirement or permitted to retire voluntarily	No travelling allowance shall be admissible Government servant may however include his travelling allowance expenses in any claim preferred by him under Article 320 (3) (d) of the Constitution for reimbursement of the cost incurred by him in defending the legal proceedings Reimbursement of travelling expenses to the extent of amount of Travelling Allowance admissible for a journey on tour may be allowed in such cases on the basis of advice given by the Rajasthan public Service Commission
(iii) Where a Government Servant is approved by Disciplinary authority to assist the delinquent Government servant to present his case in the Departmental Enquiry	Travelling Allowance as for a journey on tour Halting allowance shall be admissible on the basis of certificate of attendance given by the Enquiry officer

held under the provisions of Rajasthan Civil Services (Classification Control & Appeal) Rules 1958 irrespective whether he is on duty or leave on production of certificate or letter from the Disciplinary Authority to this effect

SECTION III

JOURNEYS UNDERTAKEN BY GOVERNMENT SERVANTS TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW TO WHICH GOVERNMENT IS A PARTY OR A DEPARTMENTAL ENQUIRY

28 (1) The following provisions apply to a Government servant (including those on deputation to Universities Autonomous bodies Corporations Public Undertakings etc) who is summoned to give evidence in a criminal case a civil (including Revenue) case to which Government is a party or a departmental enquiry held by a properly constituted authority provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties —

(i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him

(ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority Any fees which may be deposited in the Court for the travelling and subsistence allowance of the witness must be credited to Government

(iii) If the court or the office of the Enquiry Authority in which he gives evidence is situated within 8 Kms of his headquarters and no travelling allowance is therefore admissible for the journey he may if he is not in receipt of permanent travelling allowance accept such payment of actual travelling expenses as the court may make

(iv) A Government servant summoned to give evidence while on leave or vacation is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he was on duty

Note 1 —This sub rule provides merely for cases in which the court or other authority has the power of paying witness expenses It is not the intention of the rule to forbid the grant of travelling allowance to a Government servant attending under proper orders any enquiry whether police or departmental It is within the discretion

give evidence of facts which came to his knowledge in discharge of his public duties in civil cases to which Government is not a party shall be treated as on duty and shall be paid Travelling Allowance by the Courts at the rates admissible to a Government servant for a journey on tour The Government servant should present to the Court, a certificate duly signed by the Controlling Officer of the Government servant showing the rates of Travelling Allowance and Halting Allowance admissible to him for a journey on tour If the Government servant is his own controlling officer this certificate will be signed by himself

(3) (i) A Government servant summoned to give evidence in circumstances other than those described in sub rule (1) or (2) or to serve as an assessor or juror in a court of law is not entitled by reason of his position as a Government servant to any payments other than those admissible by the rules of the court If the court pays him any sum as subsistence allowance or compensation apart from payment of travelling expenses he must credit that sum to Government before drawing full payment for the day or days of absence

(ii) The terms subsistance allowance and compensation occurring in the clause (i) of this sub rule intended to denote payments of the nature of remuneration for devoting time to the work of the Court which might otherwise be devoted to earn a living A Government servant who draws duty pay or leave salary from the Government for the days on which he attends the Court as a witness or assessor or juror should therefore credit the sum if any paid to him by the Court a subsistence allowance or compensation which is in the nature of remuneration for his attendance at the Court The payments made by the Court to a Government servant to meet the ordinary daily charges (cost of conveyance and of boarding and/or lodging) incurred by him in consequence of his absence from his headquarters being of the nature of halting allowance which form part of travelling allowance may be accepted by the Government servant from the Court in addition to his duty pay or leave salary from the Department/Office where he is employed

Sub —Instructions relating to payment of Travelling Allowance and other expenses to witnesses in Departmental inquiries

The question of evolving uniform procedure in regard to payment of Travelling Allowance and other expenses to persons appearing as witnesses in departmental inquiries to tender evidence has been under consideration for some time past The matter has been considered and it has been decided that payment of travelling and other expenses to persons appearing as witnesses in departmental inquries may be regulated in accordance with instructions laid down below —

1 Every person whether he is a State Government servant or not who is called to give evidence in a department inquiry by either the Government or the Government servant against whom the inquiry is being held shall be entitled to payment of travelling and other expenses as laid down in these instructions

2 The officer or board holding the inquiry shall furnish a certificate in Form I to every person [appearing before him or it to give evidence

3 (1) Where the witness is a State Government servant he shall be entitled to receive in respect of attendance before the authority holding the departmental inquiry from the Department under which he is serving for the time being payment of a travelling allowance as on tour under Note 2 (ii) below Rule 28 (I) of the Rajasthan Travelling Allowance Rules

(2) Where the Government servant is called in the depapartmental inquiry to give evidence as to facts which have come to his knowledge in the discharge of his public duties the minimum time required to be spent by him on the journey to and f om the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry shall be treated as duty

Provided that if the Government servant is on leave the entire time spent shall be treated as a part of the leave and he shall not be deemed to have been recalled to duty

(3) Where a Government servant is called by any authority holding the departmental inquiry to give evidence as to facts which have come to his knowledge at a time when he was not in Government service he may be paid travelling allowance as provided in sub para (1) above

4 Where the witness is a servant of another Government or Central Government he shall be entitled to receive in respect of the attendance before the authority holding the departmental inquiry from the concerned State Government/Central Government such travelling allowance and/or halting allowance as may be admissible to him *under the rules applicable to him in that behalf in respect of a journey* under taken on tour and the amount so paid shall be paid by the State Government to the concerned State Government/Central Government who shall raise a debit in respect thereof against the State Government

5 Where a person who has been a Government servant is called to give evidence as to facts which have come to his knowledge in the discharge of his public duties or a p rson who is not a State Government/Central Government servant is called to give evidance before any authority holding a departm ntal inquiry such persons shall be entitled to claim from the Department under whom the Government servant against whom the inquiry is being held is for the time being serving travelling allowance under Note 2 (iii) below Rule 28 (1)

6 The foregoing instructions shall also apply to a person nominated by the Disciplinary Authority to present the case in support of the charge before the authority holding the departmental inquiry or assisting the Government servant against whom the inquiry

i held in presenting his case as provided in sub-para (5) of rule 16 of the Rajasthan Civil Services (Classification Control and Appeal) Rul s 1958 Such persons shall be granted a certificate in Form II by the authority holding the Departmental Inquiry

7 All expenditure on travelling allowance paid to a Govern m nt servant under these Instructions shall be charged to the head of account to which such Government servant s salary is debitable

II The State Governm^nt have entered into reciprocal arran gement with State Governments noted b^low in regard to payment of Travelling Allowance and other expenses in such cases in accorda nce with aforesaid instructions

1 Madhya Pradesh
2 Uttar Pradesh
3 Maharashtra
4 Gujarat
5 Bihar
*6 Punjab
*7 Tamil Nadu

[F D Memo No F 3(3) FD (E R)/64 dated 8 7 1965]

(Enclosure to the Finauce Department Memo No F 3(3) FD (Exp-Rules)/64 dated 8th July 1965)

FORM I

This is to certify that Shri (Name designation, office etc) app ared b fore m^ as a witness on ------ at (Place) ------ in the departmental inquiry against Shri (Name designation etc) as was discharged on ------ at (tim^) ------

Nothing has been paid to him on ac ount of his travelling and other expens s

(Signature)

Place and date

Disciplinary Authority/Board of Inquiry/
Inquiring Officer

Copy forwarded for information to the Minister/Department of --Secretary to the Government of (Name of State Govern m n) -- -- Department

FORM II

This is to certify that Shri (Name, designation office etc) att nd d the proceedings in the departmental inquiry against Shri (Name designation etc) to present the case in support of the charges to assist the said Shri (name) in presenting his case on ------ at (pl.c) ------

*Added vide No F 3 (11)/FD/(Rules)/71 dated 26-5 1972

Nothing has been paid to him on account of his travelling and other expenses

(Signature)

Place and date — Disciplinary Authority/Board of Inquiry/ Inquiring Officer

Copy forwarded for information to the Ministry of/Department of — — — — — —

SECTION IV

TRAVELLING ALLOWANCE TO GOVERNMENT SERVANTS ON RETIREMENT

29 (1) The Travelling Allowance to a State Government servant and an officer of All India Services allotted to this State in respect of a journey undertaken by him and memb rs of his family from the last station of his duty to his home town on his retirement form Government ser/ice shall be admissible as follows —

A For journey by rail

(i) Actual fare of the class accommodation to which the Government servant was en itled on the date when he was last on duty in respect of self and members of his family The incidental charges would not be admissible

(ii) Actual cost of transportation of personal effects as admissi ble to a Government servant on transfer

B For journeys by road

(i) Actual fare of the class of accommodation in bus to which the Government servant was entitled immediately before the date of retirement in respect of self and members af his family The incidental charges shall not be admissible

(ii) Actual cost of transportation of personal effects as admissi ble to a Government servant on transfer

C For journeys partly by one mode of travel and partly by another

As provided under clauses (A) & (B) above in so far as they are resppectively applicable

Note —The actual cost of transporting a motor car or other conveyance maintained by the Government servant before his retire ment is not reimbursable under these rules but the motor car or conveyance may be treated as part of the personal effects referred to in clauses A and B

D For journeys performed by a Government servant in his own car or in a private car between stations connected by rail

As provided under clause B limited to the amount admissible under clause A above

(2) The grant of concession will be further subject to the following conditions clarifications and subsidiary instructions —

(i) The concession will be admissible by the shortest route from the last place of duty of the Government servant to his home town

(ii) The term home referred to in these rules shall be the permanent home town or village as entered in the Service Book or other appropriate official record of the Government servant concerned reasons such as ownership of immovable property Permanent residence of near relatives for example parents brothers etc) as the place where he would normally reside but for his absence from such a station for service under the State Government

(iii) Every Government servant should make such a declaration before the expiry of six months from the date of his confirmation on a pensionable post under Government The declaration will be subject to the acceptance of the Appointing Authority who shall satisfy about the correctness thereof after calling for such evidence as may be considered necessary Declarations made by non Gazetted Government servants after verification shall be pasted in the Service Book Declaration made by Gazetted Government servants after verification by the Appointing Authority will however be forwarded to Accountant General Rajasthan who shall keep them with the History of Service of the Government servant concerned

(iv) In the case of an officer of All India Services the place which the officer may have declared to be his home town for the travel concession shall be regarded as his 'home town for the purposes of these rules also

(v) Where a Government servant wishes to settle down not in his home town but at another place he may be permitted to avail the concessions upto the latter place In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his home town or the amount reimbursable had the latter place been the home town whichever is less

(vi) The concession may be availed of by a Government servant who is eligible for it at any time during his leave preparatory to retirement or during refused leave or within *[12 Months] of the date of his retirement

(vii) (a) The concession will be admissible to Government servants who retire on a retiring pension or on superannuation invalid or compensation pension or as a member of Contributory

* Substituted Word 12 months instead of 6 Months vide F D Circular No F 3(9)/FD/Rules/70 dated 11 5 73

Provident Fund and decide to go to home town with the definite intention of settling there and not merely to pay a visit to the home town

(b) The concession will not be admissible to a Government servant who quits service by resignation or who may be dismissed or removed from service or who is compulsorily retired as measure of punishment It will also not be admissible to a Government servant who owns or has constructed a house at the last station of his duty from where he retires

(viii) Where an officer is re employed under the Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under this rule may be allowed to be availed of by him within six months of the expiry of the period of his re employment

(ix) In the case of Officers of All India Services who availed of the leave travel concession as amended and amplified from time to time during one year preceding the date of retirement or commencement of leave preparatory to retirement as the case may be the amount of travelling allowance admissible under these rules will be reduced by the amount remibursed to him on account of leave travel concession as above These conditions may be waived by the Controlling Officer in case of invalidment from service

(3) (i) The Travelling Allowance claims admissible under this rule will be drawn on Travelling Allowance Bill forms like Transfer Travelling Allowance Claims The claims of Government servants who were their own Controlling Officers before retirement will however be countersigned by the next superior administrative authority The claim of an officer who before retirement was Chief Secretary to Government or Chairman Board of Revenue may be countersigned by his successor in office The certificates required to be furnished by the Government servants in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims for travelling allowance under this rule

(ii) Before reimbursing the Travelling Allowance admissible under this rule the countersigning authorities should satisfy themselves as far as possible that the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle there e g by requiring the production of orginal railway vouchers relating to tronportation of personal effects conveyance etc

(iii) Payment of Travelling Allowance Claims under this rule may be made by the Treasury Officer in relaxation of Rule 23 of the Rajasthan Treasury Rules i e he may make the payment of such claims even after the issue of a Last Pay Certificate and without asking the retired officer to surrender the Last Pay Certificate which will be required for the purpose of the finalization of his pension

(4) These concessions shall not be admissible to persons who are not in the whole time employment of the Government or are engaged on contracts

SECTION V

TRAVELLING ALLOWANCE TO THE FAMILIES OF GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE

30 (1) The members of family of a Government servant who dies while in service shall be entitled to following concessions provided that journey is completed within a period of six months from the date of death of the Government servant —

(i) Travel expenses will be admissible by the shortest route from the last headquarters of the Government servant to his normal place of residence which shall be the permanent home as entered in his service book or record or such other place as might have been declared to be the permant home by the Government servant while in service

(ii) The amount of travel expenses payable to the members of family will be —

A For journey by rail

(i) Actual fare (without the incidental charges) of the class of accommodation to which the deceased Government servant was himself entitled for each member of family

(ii) Actual cost of transportation of personal effects as admissible in case of travelling allowance on transfer

B For journey by road

(i) Actual bus fare (without incidental charges) of the class to which the deceased government servant was himself entitled for each member of his family

(ii) Actual cost of transportation of personal effects as admissible in case of travelling allowance on transfer

(2) If at the time of death of Government servant a member of his family happens to be at a station other than the Government Servant's last headquarters or being there proceeds to a station other than the normal place of residence such member may draw the actual fare for the journey made by rail or road for the actual distance of the road journey and cost of transportation of personal effects from the place where he was at the time of the Government servant's death to the place to which he actually travelled provided that the total expenses clamed [shall not exceed the total mileage allowance and cost of transportation of personal effects upto the prescribed limit that would have been admissible had such member tra

velled from the headquarters of the Government servant to the normal place of residence

(3) These provisions shall not apply to

(a) Government servants who are not in the whole time employ ment of Government

(b) Government servants who die while on leave preparatory to retirement

(c) Retired Government servants who have been re employed

(d) Temporary Government servants who have not rendered three years continuous service

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CHAPTER XII

TRAVELLING ALLOWANCE TO PRIVATE PERSONS AND PART TIME GOVERNMENT SERVANTS

31 (1) In the case of —

(a) Part time Government servants or Government servants *wholly or partly paid by fee* and

(b) Persons who not being Government servants are required to serve on any Board Conference Committee or Commission conv ened under orders of the Government for the purpose of transacting or advising on any Government business or to conduct an examination held by orders of the Government or to perform any public duty in a honorary capacity or to appear as prosecution or defence witness in departmental enquiries whether conducted by Commissioner Departmental Enquiries or any authority under Rajasthan Civil *Services (Classification Contral and Appeal)* Rules *or by State* Vigi lance Commissioner the category to which such Government servants or persons not in Government s rvice belong for the purpose of calcu lating travelling allowance shall be decided by the Government or by any other authority to whom the Government have delegated the necessary powers

(2) The following broad principles are laid down for categori sation of non official members for the purpose of travelling allowance —

(a) In the case of non official members who are in regular full time employment of an institution and draw salary on monthly basis the categorisation may be determined with reference to the salary drawn by them The salary drawn by these non official memb rs may be treated as pay for the purposes of rule 4 of the Rajasthan Travelling Allowance Rules

(b) In the case of non official members not covered by clause (a) categorisation should be determined with reference to the status

held by them in civil life subject to the condition that the categori sation is not higher than of the highest official member of the Committee

32 The Travelling Allowance of a member of parliament who is appointed to serve on Committee/Commission/Board etc convened by the Government shall be regulated as follows —

A Travelling Allowance.

(i) *Journey by Rail*—Members of parliament will utilise the free 1st class railway pass issued to them as member of Paliament in respect of all rail journeys undertaken by them on business of Committees & Commissions They will not travel by air conditioned accommodation at Government expenses If a member of Parliament travels by air-conditioned coach he will pay the difference between the fares for the air conditioned and 1st class accommodation from his own pocket They will be paid incidental charges @ 8 paisa per Kilo Metre for each single journey performed by rail provided that the amount of incidental charges shall be limited to one Halting Allowance for every period of 24 hours or fraction thereof spent on actual travel

(ii) *Journey by Road*—In respect of journeys performed by road between places not connected by rail a member of Parliament will be entitled to road mileage @ 32 paisa per Kilo Metre

In a case where journey between two places connected by rail is performed by road inspite of rail being the ordinary made of travelling the road mileage will be regulated as follows —

(a) When a journey is performed by taking a single seat in public conveyance the lower rate of road mileage viz 10 paisa per Kilo Metre but total limited to rail mileage admissible will apply

(b) When the journey is performed otherwise road mileage @ 32 paisa per Kilo Metre but total limited to rail mileage admissible will apply

However if in an individual case the Administrative Department is satisfied that the journey by road was performed in the public interest and the public interest served is recorded in the bill h may be allowed the full road mileage without imposing the limit of rail mileage

(iii) *Jonrney by Air*—Air travel should not be permitted as a matter of course Each case will be examined on merits by the Finance Department and permission for air travel will be granted only if it can be certified that air travel is/was urgent and necessary in public interest and the public interest served is recorded in the bill In case where air travel is authorised a member of Parliament will be entitled to the standard air fare plus 1/5 thereof subject to a maximum of Rs 20/ for each single journey

B Halting Allowance

(i) For each day of the meeting halting allowance at the highest rates admissible to Government servants of category A for the respective locality

(ii) (a) In addition to the halting allowance for the day (s) of the meeting a member of Parliament shall also be entitled to full halting allowance for the day preceding and/or the day following the meeting if —

(i) he arrives in the forenoon of the day preceding the day of the meeting or an earlier day and/or

(ii) he departs at 12 noon or in the afternoon of the day following the day of the meeting or on a later day

(b) He will be entitled to only ½ Halting Allowance for the preceding and/or for the day following the meeting if

(i) he arrives at 12 Noon or in the afternoon of the day preceding the day day of the meeting and/or

(ii) he departs in the forenoon of the day following the day of the meeting

(iii) Halting Allowance will be subject to the usual condition laid down in Rule 8 (2) of the Rajasthan Travelling Allowance Rules

C Conveyance Allowance

In case the meeting of a Committee/Commission is held at the place where the member of Parliament resides he will not be entitled to Travelling Allowance and Halting Allowance on the scales indicated in clause (a) and (b) above but will be allowed only the actual cost of conveyance hire subject to a maximum of Rs 10/ per day Before the claim is actually paid the controlling officer should verify the claims and satisfy himself after obtaining such details as may be considered necessary that the actual expenditure was not less than the amount claimed In cases he is not satisfied with the details he may at his discretion limit the conveyance allowance to road mileage

D Procedure for claiming Travelling Allowance

(i) The claims for the drawal of Travelling Allowance and Halting Allowance and Conveyance Allowance payable to the member of Parliament shall be prepared in the same forms and submitted as prescribed for the drawal of the aforesaid allowance of non official members of the Committees Commission etc

(ii) Appropriate certificate in the following form shall be appended to the claims for Travelling Allowance Conveyance Allowance —

'Certified that the expenditure actually incurred by me in performing the functions as ______ for which mileage allowance

has been claim d in this bill was not less than the amount claimed

(iii) Where the amount of the actual expenditure incurred by a memb r of Parliament is less than the maximum amount payable under the Government sanction and he is therefore unable to furnish certificate as above the amount of the allowances should be reduced to the amount of the actual expenditure which can be certified by him as above

33 (1) The non official members of [a Committee/Board etc appointed by Government shall be entitled to Travelling Allowance from and to the usual place of residence or from the place from which he actually undertakes journey to the usual placeo f residence or to any other place other than the usual place of his residence whichever entitles him to less travelling allowance at the following rates —

1 Jourrey by Rail	Actual rail fare of 1st class or fare of the cla s lower than 1st class by which he actually travels plus incidental charges @ 4 paisa per Km l mit to amount of one halting allowance for every period of 24 hours spent on actual travel by rail
2 Journey by Road	Actual bus fare plus incidental charges at the rate admissible for rail journey

	Places	Rates
3 Mileage allowance for journey within a radious of 8 Kms to reach rail station/bus stand from the pl ce where meeting of the Committee/Confe rence/Board etc is held and vice versa	1 Jaipur/Jodhpur/ Kota/Ajmer/Bikaner/ Udaipur	2 75
	2 All other places	0 40 per Km
4 Halting Allowance		15/ Per day

(2) Notwithstanding the provisions contained in sub rule (1) in cases where all the non offi ial members of a Committee/Confer en e/Board e c are also the members of the Legislature or if a Committee/Conference/Board etc includes member of Legislature as well as other non officials and the Board or the Committee meets at the same station where a session of the Legislature is held or the m ings of the committee are held during immediately before or in continuation of the session of the Legislature then such of the non official memb rs of the Committee as are also memb rs of the Legislature will not be eligible for any travelling (m leage allowance) and halting allowance for attending the meetings of the committee in respect of the journeys and the days for which they are entitled to draw travelling and halting allowance for attending the session of the Legislature under the rules applicable

(3) Non Official members of Local Committee (as distinct from committee convened by the Government at headquarters) are expected to attend the meeting of such committees at th ir local centres without incurring any heavy expenditure and therefore no travelling allowance should be necessary H wever if the Administrative Department considers necessary it may allow only actual cost of conveyance hired subject to a maximum of Rs 10/ per day to non official members residing at places where meeting of Committee/ *Commission etc set up by the Government is held* *The Controlling* Officer should verify such claims and satisfy himself after obtaining such details as may be considered necessary that the actual expenditure was not less than the sum claimed If he is not satisfied with details he may at his discretion limit the conveyance allowance to road mileage allowance @ 40 paisa per km In such cases conveyance charges to non official members using their own car will also be admissible @ Rs 10/ per day

(4) (i) All orders appointing a Board or Committee etc should indicate the rates of travelling allowance admissible to non official members as mentioned in sub rule (1) for the purpose of grant of travelling allowance to them unless travelling allowance at rates lower than those mentioned in sub rule (1) is allowed The order shall also specify the authority which shall act as countersigning authority in respect of Travelling Allowance claims of non official members A copy of the orders should b furnished to the Accountant General together with the following information —

(a) name and full address of each member
(b) designation of the controlling officer
(c) the rates of travelling allowance to be allowed and
(d) the head of account (major minor and detailed head) to which the charge is debitable

(ii) The payment of Travelling Allowanc and Halting Allowance to non official members will be subject to the recording of following certificate in the bill —

Certificate that I have not drawn any Travelling Allowance and Halting Allowance for this journey from any other department of Government or Autonomous bodies Company or Statutory or non statutory Corporation etc

(5) The procedure for payment of Travelling Allowance claims for non officials shall be as follows —

(i) The amount of travelling allowance payable to non official members hall be drawn from Treasury on Travelling Allowance Bill Form No GA 95 by the drawing officer(s) of the office in which the m eting is convened Government order issued under sub rule (4) of this rule will be treated as an authority for the purpose of drawal of Travelling Allowance advance from the Treasury *and a copy of it shall invariably be attached with the Travelling* Allowance bill in which advance is claimed

(ii) A non official member shall be required to submit his claim for Travelling Allowance in the prescribed form in duplicate (appended to this chapter) Travelling Allowance for inward journey halting allowance for the days of meeting and charges for return journey will be included in the claim and the payment will be treated as final irrespective of the day of the completion of the journey For return journey the drawing officer shall however obtain from non official members the following certificate on completion of journey —

Certificate in respect of return journey from
to performed on

Certified that I have actually performed the journey as claimed for and have travelled in the class of accommodation for which I have received the travelling allowance

Date —— Signature
Address

(iii) The amount of Travelling Allowance shall be disbursed on the day of meeting or the last day of meeting as the case may be and acquittance of the non offical member shall be obtained on the copy of the bill which shall be retained by the Drawing Officer The second copy of the bill shall be attached with travelling allowance bill sent to the Treasury in adjustment of amount of advance Reference of each members claim shall be embodied in the Travelling Allowance bill. The undisbursed amount shall be refunded into Treasury before the Adjusting Travelling Allowance bill is sent to Treasury after counter signature of the authority concerned

(iv) The advance shall be charged to the head to which Travelling Allowance is debited

(6) Private individuals summoned from outside by the Government or Rajasthan Public Service Commission for selection of candidates for appointment or for delivering lectures or talks in the State training institutions may be granted travelling allowance at rates to be specifically fixed in each case In cases where an authority other than Government wishes to call private individual(s) to act as an expert on the selection Committee or Board which shall interview candidates for appointment to Government service it should obtain the previous sanction of the Government if it proposes to grant any travelling allowance

FORM

Travelling Allowance & Halting Allowance Bill of Shri

Date		Rail/Bus	Journey by any other means of conveyance		
From	To	Fare including incidental charges	Mode of conveyance	Distance	Amount
1	2	3	4	5	6

Halting Allowance		Purpose
No of days of halt	Amount	
7	8	9

Total amount of the Bill claimed Rs ———(Rupees————)

Certified that on my onward journey I have actually travel in the same class of accommodation for which Travelling Allowance has been claimed

Dated Signature of the Non official *Member*

(FOR USE IN THE OFFICE OF THE COUNTERSIGNING AUTHORITY)

Passed for Rs ————(Rupees)————

Signature of the Countersigning Authority

Received Rs ————(Rupees————)

Dated Signature of the Non offi ial Member

CHAPTER [XIII

GRANT OF COMPENSATORY ALLOWANCE TO GOVERNMENT SERVANTS DEPUTED FOR TRAINING

34 (1) (a) Where a Government servant is deputed for training within the State or outside the State and the p riod of training is treated as duty under rule 7 (8) (b) (i) of Rajasthan Service Rules he shall be entitled to Compensatory Allowance during the entire period of training at the rate at which Halting Allowance is admissible to him at the place of trainig under rule 8 (2) of these rules irrespective of whether the stay in hostel attached to the training institute is compulsory or not The maximum amount of Compensatory Allowance payable to a Government servant deputed for training within the State shall not exceed Rs 250/ p m

(b) If a Government servant is allowed or avails of free lodging and boarding during training the rate of Compensatory Allowance admissible under sub rule (1) (a) of this rule shall be reduced by 75% and if he is allowed or avails of free accommodation only the rate will be reduced by 15%

(2) The Compensatory Allowance shall not be admissible to a Government servant who is deputed for training within the State in the following circumstances —

(i) If at the time of deputatian for training he is posted at the place where training institute is situated

(ii) If he is a probationer (including IAS/IPS/IFS etc) who has been recruited directly from open market through competitive examination or by process of selection or recruited directly through competitive examination or by process of selection for temporary appointment

(3) Where a Government s rvant deputed for training within the State or outside the State is treated as on tour and is paid stipend during the period of training from any source whatsoever the Compensatory Allowance to such Government servant shall not be admissible but if the amount of stipend paid to him works out to be less than the amount of Compensatory Allowance admissible under this rule the difference shall be paid to him as Compensatory Allowance

35 (1) Travelling Allowance for outward and return journey from the place of training at the commencement and end of the training will be admissible at tour rates only If however at the end of training a Government servant is posted to a station other than that from which he proceeded on training he shall b entitled to the travelling allowance as follows —

(a) T A as for journey on tour from the place of training to the place where he was posted immediately before proceeding on training

(b) T A as on transfer under rule 17 from the place where he was posted immediately b fore training to the place of new posting

(2) When a Government servant proceeds on leave after a period of training or proceeds to a training class after a period of leave and eventually joins the post he held previously he should be granted Travelling Allowance as on tour provided that the period preceding or succeeding the period of training is priv lege leave not exceeding 120 days

(3) Compensatory allowance shall not be admissible for the days in respect of which tour travelling allowance is drawn

36 The following certificates should be recorded on bills on which Compensatory Allowance is drawn -

1 Certified that no Compensatory Allowance has been drawn for the days in respect of which Tour Travelling Allowance is drawn

2 Certified that stipend at the rate of Rs ... per month has been/not been drawn (Mention Nil when it is not drawn) and

only difference between Comp nsatory Allowance admissible under the rules and the amount of stipend has been claimed/drawn in this bill

Countersignature

Signature of the
Government servant

Signature of Controlling Officer

CHAPTER XIV

LEAVE TRAVEL CONCESSION TO IAS/IPS/IFS OFFICERS AND CENTRAL GOVERNMENT EMPLOYEES ON DEPUTATION WITH STATE GOVERNMENT

37 Travelling concessions to IAS IPS IFS officers and to Central Government employees on deputation with State Government serving at places distant from their homes for journey to their homes during leave may be granted to such officers to the extent laid down below —

(1) (i) Except as provided in sub rule (2) the concession will be admissible to members of the Indian Administrative Service Indian Fore t Service and Indian Police Service serving in connection with the affairs of the Rajasthan Government once in a period of two calendar years for visiting their homes It will also cover their families as defined in sub rule (5) b low The families need not necessarily accompany the officer but may precede or follow them during the same alendar year For purposes of deciding the numb*r of occasions the qualifying journeys made by an officer and his family will be viewed as one

(ii) Term once in a period of two calendar years should be taken to an once in each block of two calendar years starting from the year 1957 Thus the concession on the first occasion is admissible during the block of consecutive calendar year 1957 and 1958 The concessions will be admissible at any time during the calendar years 1959 and 1960 1961 and 1962 and so on

(iii) The members of the service and the m mbers of his family may travel either independently or together as may be convenient to them The claim for reimbursement in respect of the journey of the one need not depend on the journey p rform d by the other The m mbers of family will therefore be entitled to the concession irrespective of the fact that member of the s rvice may or may not proceed on regular leave or that his leave has or has not b en officially refused but the return journey must be completed within six months from the date of commencement of the onward journey

and the con ession will b counted against the block in which the outward journey commenced

The members of the family of a member of the service will however be regarded as a single entity and should travel together Wh re they travel in different groups at different times reimburse ment will be admissible in respect of only one such group as the m mb r of the servi e may choose

The restrictive provisions in this paragraph (viz that the family should perform the return journey within six months of he outward journ y and that they should travel together) are effective from 1 7 60

(2) Officer whose homes are within a distance of 400 Kms from their headquarters will not be allowed the concession

(3) (i) Those officers whose 'homes are beyond 400 kilo metres from their headquarters shall themselves meet the entire cost of fares for the initial 400 Kilo Metres on each of the outward and return journeys For the remaining distance (over the initial 400 kilome res) State Government will meet full cost of actual fares In every case the journey should be to the home and back but it need not nece ssarily commence from or end at the headquar ers of the officer eith r in his own case or in the case of h s family But the assistance admissible will be the amount admissible for the actual distance travelled limited to the amount that would have been admissible had the journey been performed between the headquarters and the home of the officer

(ii) The fare for the initial 400 Kms of a journey which is the liability of the member of the service will be the fare as shown in the Railway Fare Tables i e (the fare which the Railway would have charg d if the journeys were only for 400 Kms and not calculated as a porportion of the fare for th total distance travelled i e (not on t lescopic rate basis)

(4) (i) The term home referred to in these rules shall be the p rmanent home town or village as entered in the Service Book or other appropriate official record of the offic r concerned or such other place as has b en d clared by him duly supported by reasons (such as ownership of immovable pr perty perman nt residence of n ar relatives for example parents brothers etc) as the place where he would normally reside but for his absence from such a station for service under the State Government Persons di placed from terri tori s now part of Pakistan or those who h ve recently acquired an Indian domicile or those who have not so far declared their homes for any purpose in correspondence with Government, for example service records application for House Building Advance etc should now make a formal declaration In every case the declaration should be made to the Government in the Appointments Department within 6 months of the issue of these rules in such form as may be prescribed

(ii) Officers who enter Government service in future should mak such a declaration before the expiry of six months from the

APPENDIX—(A)

INSTRUCTIONS FOR PREPARATION OF T A BILLS

1 t A to be drawn with Pay

Permanent travelling & fixed convevance (including animal) allowances should be drawn *alongwith the pav* of Government servant and not in T A bills Deductions as are required to be made under the T A Rules should be made from T A bills

2 Forms of T A Bills

The following are the forms for drawing T A other than the permanent travelling and fixed conveyance allowances (GFAR 201 & 205)

(i) GA 94 T A Bill for Gazetted Governm-nt Servant

ii) GA 95 T A Bill for Non gazetted Establishment other than subordinate in the P W D

(iii) GA 96 T A Journal of P W Subordinates

(iv) GA 97 Abstract T A Bill (P W Subordinates)

3 P W Subordinates

In the Public Works Deptt save where otherwise authorised T A bills can be presented for paym nt only after the claims have been passed by the controlling officers concerned Each subordinate should prepare hi T A Journal in Form GA 96 and after this is duly countersigned by the controlling authority an Abstract Bill in Form GA 97 showing the totals of each head for each person should be prepared by the Divisional Officer for presentation at the treasury the Original Journals being either submitted direct to the A G or attached with the Abstract Bill (GFAR-205)

4 Bills of Staff of Touring Officers

T A Bills of non gaz-tted Government servants accompanying an officer on tour should be presented at convenient intervals during the officer s tour or immediately on any r-turn from tour or in any case before 31st March (GFAR-203) The facts of the journey should be ve ified bv the officer in each case by endorsement on the bill

5 Bills requiring Counter Signatures

Bills requiring Counter Signatures of a controlling authority should be presented at the treasury only after such counter signa ure has been obtained (GFAR 202 & T A R 38)

6 Separate bills should be submitted for Government servants of different grade (category) under the T A Rules if the bills require different tr-atment in the office of the A G (GFAR 201 (iii)

7 Preparation & Completion of Bills

In preparing the T A Bills the following instruction should receive special attention —

(i) Journeys of different kinds and journeys and halts should not be entered on the same time

(ii) When the first item of a T A bill is a halt , the date of the commencement of this halt should be stated in 'Remarks column

(iii) When a circuitous route is taken the reasons for doing so must be stated on the bill (GFAR 181)

(iv) A claim for actual expenses should be supported by full details (GFAR 181)

(v) A claim for T A for a journ y to give evidence should be supported by a certificate of attendance given by the Court or other authority which summoned the Government servant (T A R 34)

(vi) Headquarters should be mentioned

(vii) Purpose of journey should be stated

(viii) For journey performed outside Rajasthan refer-nce to the sanction of competent authority where n-cessary should quoted on the bill

(ix) A T A bill of a gazetted officer may if desired be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent This will obviate the necessity of the Government servant s attendance in person or by messenger as payment may then be made direct to the Banker or Agent

(x) All the necessary certificates under Rules (see Rule 23 (10) must be recorded on the bill

(xi) A senior officer or gazetted officer must give a certificate that-the use of a spe ial kind of vehicle or conveyance was made in the interest of the public work and should State such circumstances (Refer Ru'e 10)

(xii) The Instructions contained in Rule 23 and supplimentary ins'ructions issued in this behalf from time to time must be observed and complied with promptly

8 T A Claims Registers

A record of all the T A claims received and passed should be kept in registers by the drawing and controlling authorities in the following forms —

(i) From GA 98 by the drawing officer,

(ii) Form GA 99 by the controlling officer

The drawing officers register is to be maintained so as to keep *inter alia* watch over progress of exp nditure against yearly appro priation also

All disallowances made by the Controlling Officer/Audit are to be entered

Separate pages may if necessary be allotted in the register for different subordinate offices

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APPENDIX—(B)

THE PROVISIONS FOR ADVANCE OF TRAVELLING ALLOWANCE

[G F & A R—Chapter XVII—Rule 411 & 412]

Advances on Transfer

411 Advances may be made to a Government Servant under orders of transfer except a transfer on the Government Servant s own request, upto an amount not exceeding one month s pay plus the travelling allowance to which he may be entitled under the rules in consequence of the transfer Such advances may be sanctioned by the Head of the office or by any other subordinate officer to whom the power may be delegated

The advances should be recorded on the Government servant s Last Pay Certificate The advance of pay should be recovered from thepay of the Government servants in not more than three monthly instalments, the recovery commencing from the month in which the Government servant concerned draws a full month s pay or/and leave salary on joining his new appointment The advances of T A should be recovered in full on submission of the Government servant s T A Bill

Government Decision

(i) The authority competent to sanction advance under this rule shall ensure that the amount of Travelling Allowance advance on transfer is invariably a little less than the estimated amount of Travelling Allowance admissible to the Government servant under Travelling Allowance Rules The amount of advance should, there fore be limited to an amount equal to actual rail fare (s) or bus fare (s) for se f and members of his family cost of carriage of perso nal effects and conveyance only The Government servant applying for grant of advance shall be required to furnish correct details of actual rail or bus fare number of members of family etc together with a statement whether members of his family accompanying him or shall follow afterwards with a view to enabl the authority sanctioning advance to assess his need for advance money If the members of family of the Government servant are not accompanying

him but are due to follow afterwards within 6 months of transfer advance for transfer, the Travelling Allowance for self only shall be sanctioned For family he may draw second Travelling Allowance advance when actually required as provided in note 3 above

(ii) Transfer Travelling Allowance claim shall be presented within a period of one month from the date he takes over charge of the new post

(iii) In cases where the amount of Transfer Travelling Allowance claim works out to be less than the amount of advance paid to the Government servant the countersigning authority to whom the transfer Travelling allowance bill is presented for countersignature shall see that the excess amount of advance is first deposited in to the Treasury by means of a challan and a note to this effect is recorded in the remarks column of the Travelling Allowance bill by the Government servant himself if he is a gazetted officer and in other cases by the Head of Office under their respective signatures before it is countersigned by him for nil amount Full particulars of remittance viz amount of advance drawn name of the department Treasury from which Travelling Allowance advance was paid and date of encashment etc reference of Travelling Allowance bill No ... date ... from which part of advance has been adjusted etc shall be indicated in the challan to enable audit to adjust the credits correctly and promptly

[No F 13 (25) FD/A & I/69, dated 29 9 1970]

Advances for Journeys on Tour

412 Advances may be made under the rules specified below

(i) To a Government servant other than an inspecting officer for himself or an Assistant or Deputy proceeding on tour upon an amount sufficient to cover for a month his contingent charges such as those for the hire of conveyances or animals for the carriage of records tents or the Government property, subject to adjustment upon the Government servants return to headquarters or 31st March whichever is earlier

Note —Advances under this sub clause may be granted by heads of offices but they should not be applied to the expenditure of any gazetted Government servant except that of a Government servant of the Forest Department which is meant to be covered by his T A

(ii) To a Government servant proceeding on tour of an amount sufficient to cover his personal travelling expenses for a month subject to adjustment on completion of the tour or 31st March whichever is earlier

Notes —(1) Advance under sub clauses (i) and (ii) which are drawn in the month of March may be adjusted on completion of the journey or by the 30th April whichever is earlier

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(2) The expression "personal travelling expenses in sub-clause (ii) should be taken to include not only the daily allowance but also the road mileage and the fares and incidentals for the journeys both ways The daily allowance may be calculated for the likely period of halt at an outstation not exceeding 30 days in any case

(3) An advance under clause (ii) may be granted —

(a) by Head of offices to Government servants subordinate to them

(b) to Head of offices by their controlling officers

(c) to themselves by all officers declared to be their own controlling officers under Rajasthan T A Rules

(4) A second advance can not be made to a Government servant under this rule until an account had been given of the first A Government servant who has taken an advance under this rule for any particular journey may not take payment to T A or other bills drawn in respect of the same journey while the advance portion of it still remains unadjusted

(5) Subject to the production of surety bond from a permanent Governmant servant in Annexure B to this chapter the Head of Department and Heads of offices are competent to sanction an advance under clause (ii) to temporary/officiating gazetted and non gazetted Government servants respectively

(6) In the case of Government servant who are (i) on probation against permanent posts and (ii) on contract such advances may be *granted without production of surety of a permanent Government* servant However in the case of officers on contract the sanctioning authority will make sure before the advance is sanctioned that the advance can be recovered/adjusted before the expiry of the contract of the officers concerned

(7) An advance of T A und r this rule may be sanction to Temporary Government Servant without insisting on surety from a permanent Government Servant by the sanctioning authority provi ded the Government servant concerned has completed one years service and is not likely in the opinion of the Head of Department/ Head of the office to be discharged within 3 months of receipt of advance The advance should be restricted to a month s pay of the officer concerned This does not preclude sanctioning of an advance on the same basis as for a permanent Government Servant provided surety from a permanent Government servant is obtained

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APPENDIX—(C)

CONVERSION TABLE

Miles in Kilometres & Kilometres in Miles

Miles	Kilometres	Kilometres	Miles
1	1 61	1	0 62
2	3 22	2	1 24
3	4 83	3	1 86
4	6 44	4	2 48
5	8 05	5	3 11
6	9 66	6	3 73
7	11 27	7	4 35
8	12 87	8	4 97
9	14 48	9	5 59
10	16 09	10	6 21
20	32.19	20	12 43
30	48 28	30	18 64
40	64 37	40	24 85
50	80 47	50	31 07
100	160 94	100	62 14

APPENDIX—(D)

DISTANCE BY ROAD

From Ajmer

	Kilometres
Jaitaran	103
Bar	79
Jaipur	136
Jodhpur via Bilara	207
Kota via Deoli	205
Jodhpur via Pali	239
Udaipur	270
Beawar	54
Nasirabad	22
Kekri	80
Deoli via Nasirabad	117
Mt Abu	377
Bhilwara	145
Ahemdabad	570
Agra via Jaipur Bharatpur	375
Delhi via Jaipur Alwar	448
Bombay via Jaipur Agra	1568
Calcutta via Delhi Kanpur	1859
Madras via Jaipur, Agra	2625
Bundi	168

From Alwar

	Kilometres
Deeg	77
Deoli	186
Bharatpur	118
Mathura	115
Kosi	236

From Bharatpur

	Kilometres
Bhusawar	53
Agra	55
Kumbher	16
Deeg	35
Sewar	46
Kama	56
Nandgaon	70
Kosi	82
Faridabad	155
Delhi	186
Alwar	118
Jaipur	184
Mathura	39
Rajakhera	97

From Delhi

	Kilometres
Chandigarh	266
Pilani	210
Kosi	240
Mathura	165
Agra	208
Dholpur	264
Jaipur via Kotputli	272
Aligarh	152
Lucknow	483
Kanpur	415
Bharatpur	186
Gwalior	333
Khetari	216

From Jaipur

	Kilometres
Amber	13
Shahpura	64
Paota	91
Kotputli	107
Bairath	89
Thana Gazi	125
Siraska	112
Alwar	149
Ramgarh	170
Navgaon	181

	Kilometres
N oh	237
Sohna	258
Gurgaon	282
Palam	295
Delhi via Alwar	312
Bagru	30
Mahlan	37
Dudu	65
Kishangarh	105
Ajmer	132
Beawar	184
Jaitaran	234
Bilara	258
Jodhpur	338
Bassi	24
Dausa	58
Mahuwa	121
Weir	149
Bayana	166
Bharatpur	184
Achnera	201
Agra	242
Sanganer	11
Sheodaspur	29
Chaksu	40
Banasthali	72
Niwai	67
Tonk	99
Deoli	163
Sardarshahar	245
Hindoli	190
Nayagaon	200
Bundi	213
Ramganj	221
Talera	230
Kota City	250
Sendra	206
Bar	210
Bhavi	271
Bhilwara	281
Chittorgarh	323
Udaipur	436
Jhalawar	323
Bikaner via Sikar	329
Ratangarh	206
Sujangarh	202
Sikar	115
Reengus	68

	Kilometres
Jhunjhunu	178
Sambhar	98
Didwana	201
Ladnun	242
Kankroli	341
Chirawa	206
Pilani	220
Loharu	244
Delhi via Loharu	420
Jalore via Pali	418
Mt Abu	513
Bhim	242
Bombay via Indore	1147
Bombay via Agra	[illegible]
Calcutta via Agra	1521
Madras	2494
Hyderabad	1648
Poona via Kota	1049
Srinagar via Delhi	1231
Rajakhera	281

From Abu Road

Sirohi Road	53
Sirohi	75
Mandar	53
Pindwara	100
Ambaji	23
Mt Abu	29
Dilwara	34
Achalgarh	40

From Jodhpur

Bhavi	67
Bilara	80
Jaitaran	105
Bar	128
Sendra	139
Beawar	154
Jalore	156
Ajmer	206
Kishangarh	232
Dudu	272
Jaipur	338
Jaipur via Pali	354
Nokha	193

Accounts Clerks
@Auditor Local Fund Audit Department
@@Stenographer Clerks
Upper Division Clerks
Lower Division Clerks
+Junior Auditor Local Fund Audit Department

Note —Any ministerial post in a subordinate office in a pay scale applicable to any of the categori s specified in sub rule (2) shall be deemed to be a post in that category for the purposes of these rules

PART III—Recruitment

7 *Methods of recruitment* —Recruitment to the staff after the commencement of these rules shall b made—

(a) to the cadre of stenographers as stenographers grade III by selection

* (b) to the general cadre of the Lower Division Clerks from amongst those who pass or have passed the Junior Diploma Course The remaining vacancies if any shall be filled in by a competitive examination to be conducted by Commission

** (c) to the post of Upper Division Clerks partly from amongst those who secure 65% or more marks in the Junior Diploma Course and partly by promotion of Lower Division Clerks in the ratio of 1 2 ***[The Posts shall also be filled up from among t Election Supervisors redesignated as UDC with effect from 1 3 126.]

Note —If any vacancies remain in the number of posts to be filled in otherwise than by promotion in the cadre ,of Upper Division Clerks these shall be filld in by a Competitive Examination to be conducted by the Commission

(d) to other posts in each cadre by promotion within it

Provided that—

(1) a post in any cadre may also be filled by transfer of a person holding a post in another Department corresponding to a post in the cadre concerned with the concurrence of the Head of that Department

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@ Add d vide Noti No F 1(13) Apptts (A II)/62 dt 19 6 68
@@ Added vide Not No F 10(1)Apptts (A)/'5 dated 14 7 62
+ Added vide Noti No F (13)Apptts (A II)/62 dated 19 6 68
Sub for the wor s to the general cadre as Lower Division Clerks by a competitive examination and vide Noti No F 10 (1) Apptts /A/55 dated 14 7 1962

*Sub for the words to the post of Upper Division Clerks partly by a competitive examination conducted by the Commission and partly by promotion of Lower Division Clerks vide Noti No F 10 (1) Appts /A/'5 dated 4-7 1962

**[Noti No F 10(1) Apptts (A)/55 Pt XXVI dt 30-12-1971 Raj Ga 2 Exty Pt IV-C(1) dt 1—1-1973 P 245]

* (2) [i] that persons recruited temparanly on or before 1 9 1968 as Lower Division Clerks shall be made permanent subject to clear vacancies being available and their work being found satisfactory

A person working as Lower Division Clerk whose works not found satisfactory sholl be removed from service—

(i) by givinc him one month s notice if he served temporarily in connecton with the affairs of the State for less than three years

(ii) by following the procedure as laid down in the Rajasthan Civil Services (C C & A) Rules 1958 it he has served for more than three years

[ii] that persons recruited temporarily as Upper Division Cl rks before 1-1-1962 and who —

(a) could not pass the examination held by the Appointing Authority after the above date or

(b) did not appear in the said examination shall be confirmed only

(I) on their passing the Junior Diploma Course Examination by securing at least 65% marks in such an examination or

(2) on their passing the competitive Examination held by the Commission

** (3) that 10% of the total vacancies of the posts of Lower Division Clerks in each Department sha l be reserved for appointments of Class IV employees who have passed Matriculation Examination and are Substantive and who qualify in the examination to be conducted by the Commission provided that suitable hands are not available the vacancies so reserved need not be carried forward but shall be filled as usual

8 *Reservation of vacancies for Scheduled Castes and Scheduled Tribes* —Reservation of vacancies for Schedule Castes and Schedule Tribes shall be in accordance with the orders of Gov rnment for reservation in force at the time of recruitment

*** Note —(Deleted)

9 *Determination of vacancies* —Subject to the provisions of these rules the appointing authority shall determine annually in the month of November the number of vacancies in each cadre anticipa

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* Sub for (2) that a person who joined service on a temporary basis before 1st Jan 62 shall be made permanent as a Lower Division Clerk or an Upper Division Clerk as the case may be on his/her passing an examination to be held by the Appointing Authority concerned on such terms and conditions as may be laid down by the Government vide No F 1 (18) Appts A II/69 dated 19-. 1969

**Added vide No F 1(18) Appts (A II)/63 dated 17 3-64

** Deleted the N te A copy of such orders in force at the Commencement of these rules is given in schedu e L vide Noti No F 7 (18)Appts (D)/59 dated 28 7-61

* 23 Personality and *viva voce* examination —(Deleted)

** 24 *Selection* —(1) The Commission shall prepare lists of candidates recommended by them for direct recruitment for each division in order of their proficiency as disclosed by the aggregate marks awarded to each candidate at the respective examination If two or more of such candidates obtain equal marks in the aggregate their names shall be arranged in order of merit on the basis of their suitability —

@The Commission may award grace marks upto 1 in any one or more of the compulsory papers and upto 3 in the aggregate to enable a candidate to qualify at the Examination who might other wise have not qualified in the said examination

Provided that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each paper

@@ (2) The Commission shall send these lists to O & M Department of the Secretariat That Department will allot to various departments candidates in the order in which their names appear in the list keeping in view as far as possible preference indicated by them for various departments/districts These lists will be valid for one year from the date of receipt '

The appointing authority shall satisfy himself by making such enquiry as may be considered necessary that such candidates are suitable in all respects for appointment to the posts In all disputes regarding allocation of candidates among posts under different appointing authorities the decision of the O & M Department shall be final

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*Deleted 23 Personally and viva voce examination (only such candidates shall be called by the Commission for personality and viva voce examination as have obtained in the opinion of the Commission sufficiently high marks provided that no person who has failed to secure at least 45% of the total marks with at least 40% in each paper shall be called for interview The candidate may be interviewed by any one member of the Commission The Divisional Commissioner of each Administrative Division or a Collector nominated by him shall be present at the interview which may be held out side the state Capital vide Notification No F 10(1) Apptts (A) /55 dated 16-6-59

**Sub for the names of the candidates who have obtained at least 50% marks in the aggregate shall be placed in order of merit as disclosed by their aggregate marks in a list prepared for each Division If two or more of such candidates obtained equal marks in the aggregate their names shall be arranged in order of merit on the basis of their generel suitability vide Govt Noti No F 10(1) Apptts (A) /55 dated 16-6-59

@Added vide Notification No F 1(15) Apptts (A) II/61 dated 19 6-1962

@@Substituted for the words Appointments to Post in various Subordinate offices within a Division shall be made from the Divisional lists by the appointing authority in consultation with the Divisional Commissioner [in vid Noti No F 7(98) Apptts (D) 159 dated 28-7-1961

PART VI—Appointments Probation and Confirmation

25 *Appointments to the lowest grades* —(1) Substantive appointments to the posts of Stenographers Grade III and Lower Division Clerks shall be made by appointing authority on occurrence of substantive vacancies in the respective cadre in the manner prescribed in rule 18 (2) and rule 24 (2) respectively or by the transfer of persons from other departments eligible for such transfer under the proviso to rule 7

(2) A vacancy of a Stenographer Grade III or of a Lower Division Clerk may be filled temporarily by the Appointing Authority by appointing thereto temporarily persons selected in order of merit from among those who had appeared at the Competitive Examination but had not either obtained qualifying marks or had not secured substantive appointments in spite of securing qualifying marks

Provided that till the first competitive examination is held any suitable person possessing the qualifications required under rules 11 to 15 may be appointed in a temporary capacity

*25 (A) *Special provision for appointment of candidates belonging to Scheduled Castes and Scheduled Tribes* —Notwithstanding anything contained in rules 8 9 11 and 19 to 25 it shall be competent for the appointing authorities to make as a special measure appointment upto the 28th February 1960 to the posts of Lower Division Clerks from amongst members of Scheduled Castes and Tribes in such manner as may be prescribed by the Government

@26 *Appointments to Senior posts* —(1) Appointments to senior posts in any cadre shall be made by promotion except to the post of Upper Division Clerks which will partly be filled by promotion and partly by direct recruitment while making appointments of Upper Division Clerks first three appointments shall be made by promotion and the next one by direct recruitment and so on The appointment to senior posts by promotion shall be made on the basis of seniority cum merit of the candidates

Provided that if in any particular year the appointing authority is satisfied that the number of Lower Division Clerks eligible for promotion exceed ten times the number of vacancies in posts of Upper Division Clerks in that year he may dispense with direct recruitment in that year

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Added 5 (A) vide Government Notification No F 10(1) Appts. (A)/55 dated 27-11-19 8

@Substituted for 1 Appointments to senior posts in any cadre shall be made by promotion under the Proviso to rule 7 with due regard to the seniority and suitability of the candidates vide Government Notification No. F 10(1) Appts (A) 55 dated 26-6-1959

* Provided further that appointment to the post of Upper Division Clerks in the Rajasthan Canal Board and Offices under the administrative control of the Board may be made either by promotion of suitable Lower Division Clerks or by direct recruitment In the case of direct recruitment appointment may be made by the Board on the basis of selection made by a Selection Committee consisting of

1	Secretary to the Board	Chairman
2	Assistant Financial Advisor	Member
3	Director of Colonisation/Technical Assistant to C E (as the case may be)	Member

Assistant Secretary to the Board will act as Secretary of the Selection Committee

(2) No appointment by transfer of a person from another Department shall be made if it involves promotion to a higher grade unless the appointing authority has satisfied himself that no person suitable for promotion is available within the Department

% (3) *Temporary appointments* —(1) Notwithstanding anything contained in rule 15 a vacancy of a Superintendent or Head Clerk (Offices of the Heads of Departments and other offices) Upper Division Clerks @[Assistant,] or Stenographer Grade I and %II may be filled temporarily by the appointing authority by appointing in an officiating capacity the senior most suitable official of the next below grade

(2) A vacancy of an Upper Division Clerk which is normally filled by direct recruitment may be filled temporarily by the appointing authority on the recommendation of a committee consisting of the Head of the office and one other senior officer of the Department nominated by the Head of the Department by appointing thereto in a temporary capacity the candidate so recommended if no nominee of the Commission is available

(3) A vacancy of a Lower Division Clerk or a Stenographer @@may be filled temporarily by the appointing authority by appointing thereto in a temporary capacity the most suitable candidate available if no nominee of the Commission is available

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* Sub for the words with due regard to the seniority and suitability vide Notification No F (6) Apptts (D)/59 dated 31-8-1960

% Sub for 26—(3) A temporary vacancy not likely to last for more than four months may be filled by the appointing authority by appointing thereto in an officiating capacity any official in the next below grade vide Government Notification No F 11(1) Apptts (A)/55 dated 16-6 1949 and No F 7(18) Apptts D/59 dated 7 61

@Added vide Notification No F 10( ) Apptts (A)/55 Pt XXIV dated 28-10-67

@@Deleted Grade II in rule 6 (3) (3) vide No F 7 (18) Apptts (D)/59 dated 28 7 1963

*26-A Notwithstanding anything contained in rule 26 a member of the Panchayat Samiti and Zila Parishad Service holding the post of an Upper Division Clerk in that service shall be eligible for promotion to general cadre posts of the next higher category in the office of Collector only provided he fulfils the conditions laid down in these rules for appointment to these posts The Service of the persons so promoted for the period of their holding posts substantively in the Rajasthan Panchayat Samitis/Zila Parishad Service shall be counted for purposes of seniority and for the purposes of pension in accordance with the provisions of the Rajasthan Service Rules

**26 B *Promotion by selection on basis of merit* —@ (1) Appointment to higher posts other than the posts of Upper Division Clerks shall be made by selection strictly on the basis of merit and on the basis of seniority cum merit in proportion of 1 2 Appointment to the posts of Upper Division Clerks by promotion shall hereafter be made solely on the basis of seniority cum merit

Provided that if the appointing authority is satisfied that suitable persons are not available for appointment by promotion strictly on the basis of merit in a particular year appointment by promotion on the basis of seniority cum merit may be made in the same manner as specified in these rules

(2) Selection strictly on the basis of merit shall be made from amongst persons who are otherwise eligible for promotion under these rules the number of eligible candidates to be considered for the purpose shall be ten times the total number of vacancies to be filled in on the basis of merit and—seniority cum merit provided such number is available Where the number of eligible candidates exceeds ten times the number of vacancies the requisite number of senior most persons shall be considered for the purpose

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*Added vide Noti No F 10(1) Apptts (C)/57 Pt III dated 22 11 1963

** Rule 26-B Added vide Noti F 1 (6) Apptts (D)/60 dated 14 12-65

@ Rule 26-B(1) Substituted the following vide Notification No F 1 (22) Apptts (A II)/70 dated 2-9-72

[(1) Appointment by promotion to the posts of Upper Division Clerks and other senior posts shall be made by selection strictly on the basis of merit and on the basis of seniority cum merit in proportion of +(1 2)

Provided that if the appointing authority is satisfied that suitable persons are not available for appointment by promotion strictly on the basis of merit in a particular year appointment by promotion on the basis of seniority-cum merit may be made in the same manner as specified in these rules]

+Substituted for 50 50 vide Noti No F 1 (6) Apptts (D)/60 Pt. II dated 26-8-66

*' Provided that for the first promotion in the same cadre (from a lower grade to a higher grade) against the merit quota only such of the persons shall, unless a higher period is prescribed else where in these rules be eligible who have put in not less than six years serv ce in the lower grade of the cadre '

(3) The appointing authority shall prepae a separate list of candidates selected by it strictly on the basis of merit and shall arrange the names in order of preference and appointment shall b made against the promotion quota to be filled by merit on occuran ce of substantive vacancies taking persons out of this list in the same order in which they have been placed in the list

(4) Among persons appointed to any class of posts in any year a person appointed by promotion on the basis of seniority cum merit shall rank senior to those appointed on the basis of merit the seniority interse of persons appointed to any class of post by promo tion shall without regard to the order of preference be determined as if such persons had been appointed by promotion on the basis of seniority cum merit

(5) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any other provisions of these rules

Explanation —For the purpose of determining the number of vacancies to be filled on either basis under sub rule (1) the following cyclic order shall be followed **(deleted)

@The first by merit

The next two by seniority cum merit

The next one by merit

The next two by seniority cum merit

The cycle to be repeated

27 *Seniority* —Seniority in each class of posts shall be determi ned by the date of the order of substantive appointment to the class of posts concerned

Provided—

(i) that the seniority interse of persons appointed to a particular category of posts before the commencement of these rules, or in

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*Added vide Noti No F 1 (6) Appts (D)/60 dated 26 8-66

**Deleted the words from year to year' vide Noti No F 1 (6) Appts (D)/60 Pt II dated 26-8-66

@Substituted for—
The first by merit
The next by seniority cum merit
The next one by merit
The next one by seniority cum merit
The cycle to be repeated
vide Notification No F 1 (6) Appts (D)/60 Pt II dated 26 8-66

accordance with the proviso to Rule 2 shall be determined, modified or altered by the appointing authority on an *ad hoc* basis subject to the directions of Government if any

(ii) that the seniority interse of persons appointed by direct recruitment to the Stenographer s cadre on the basis of one and the same selection and to the general cadre on the result of one and the same examination except those who do not join service when a vacancy is offered to them shall follow the order in the list prepared under rule 18(2) and rule 24(2) respectively

*(iii) that the seniority interse of persons appointed by promotion to a particular class of posts on the same date shall be the same as in the next below grade except in cases of continued officiation of higher posts when it shall be in accordance with the length of such continued officiation provided that such officiation was not *ad hoc* or fortuitous

**(iv) that if two or more persons are appointed to the posts of Upper Division Clerk in the same year a person appointed by promotion shall be senior to a person appointed by direct recruitment

@(v) that the persons recruited or promoted under these rules shall rank junior in each cadre to persons substantively appointed to posts in the same cadre in the process of integration of services

@@(vi) the interse seniority of Lower Division Clerks and Upper Division Clerks recruited in any particular year from amongst those who have passed the Junior Diploma Course shall follow the order of the merit obtained by them at such examination

%(vii) the Upper Division and Lower Division Clerks recruited from amongst those who passed the Junior Diploma Course shall rank senior to those recruited through the agency of the Commission in any particular year

%(viii) that the interse seniority of persons appointed as Upper Division Clerks in the process of Integration of Service and transferred permanently to another Department shall be determined according to the total length of service

%(ix) that the interse seniority of persons appointed as Upper Division Clerks after "Integration of Service and transferred permanently to another Department, shall be determined according to

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*Sub for the words (iii) that the seniority inter se of persons appointed by promotion to a particular class of posts on the same date shall be the same as in the next below grade vide Noti No F 1 (26) Appts (A II/61 dated 12-11 1963

* Added vide Govt Noti No F 10(1) Appts A/55 dated 16-6 59

@Added vide Govt. Noti No F 10 (1) Appts A /55 dated 16-6-1959

@@Added vide No. F 10 (1) Appts (A)/55 dated 14-7 1962 and iv 14-10-62

%Added clause (VII) VIII & IX) vide Notification No F 10(1) Appts (A) 55 dated 14-10-1962

the date of confirmation as Upper Division Clerks or if the date is the same from the date of officiating appointment as Upper Division Clerk

Note —In the case of officiating hands seniority shall be determined only in the substantive cadre in accordance with provisions (vi), (vii) above

(x) *that the seniority of persons appointed as U D C form amongst the Election Supervisors under clause (c) to sub rule (1) of rule 7 shall be determined from the date of their substantive appointment as U D C namely 1 3 62 Seniorty inteise between persons appointed as U D C on the same date shall be determined from the d tes of their respective substantive appointments as Election Supervisors

28 *Probation* —All persons appointed to any cadre by direct recruitment shall be placed on probation for one year

**28 (a) Notwithstanding any thing contained in col 3 of the schedule a p rson who has been regularly recruited against a temporary post and has put in two years service after such regular recruitment shall not be placed on probation on conversion of such post into a permanent one but he shall be confirmed only after h has fulfilled the condition of confirmation as laid down in the rule

@Urgent Temporary Appointment

A vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the Appointing Authority as the case may be by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service where such direct recruitment has been provided under the provisions of these rules

Provided that such an appointment will not be continued beyond a period of one year without referring the case to the Commission for concurrence where such concurrence is necessary and shall be terminated immediately on its refusal to concur

Provided further that in respect of a Service or a post in a Service for which both the methods of recruitment have been prescribed the Government shall not fill the temporary vacancy by appointing a person eligiule for direct recruitment unless no suitable person eligible for promotion is available

29 *Unsatisfactory Progress during probation* —(1) If it appears to the appointing authority at any time during or at the end of the

*Added vide Noti No F 10(1) Appts (A)/55 Pt XXXI dated 20 12 1971 Raj Gaz 2 Exty Pt IV-C (1) dated 1 1 1972 P 245

**Inserted vide Notification No F 1 (14) Appts (A II)/70 dated 16-6 1971

@Added vide Noti No F 10[1] DP (A II)/72 dated 16 2 73

period of probation that a probationer has failed to give satisfaction the appointing authority may revert him to the post held substanti ly by him immediately preceding his appointment on probation provided he holds a lien thereon or in other cases may remove him from Service

Provided that the appointing authority may extend the period of probation of any probationer by a specified period not exceeding six months

(2) A probationer reverfed or removed from service during or at the end of the period of probation under sub rule (1) shall not be entitl d to any compensation

*30 *Confirmation* —A probationer shall be confirmed in his appointment at the end of the period of probation if —

(a) he has passed a Departmental test of proficiency in Hindi

(b) he has passed the prescribed Departmental examinations if any completely and

(c) the appointing authority is satisfied that his integrity is unquestionable and that he is otherwise first for confirmation

** 30 A Notwithstanding anything contained in the preceding Rules such of the employees of the pre reorganisation State of Rajas than as have completed continuous service of not less than 3 years on 1-4-56 to the satisfaction of the appointing authority shall be confirmed in their appointment

@ 30 B Notwithstanding anything contained in the Col 3 of the Schedule a probationer shall be confirmed in his appointment at the end of his period of probation even if the prescribed Departmental Examination/training/Proficiency test in Hindi if any are not held during the period of probation laid down in the rules provided —

(i) he is otherwise fit for onfirmation and the

(ii) period of probation expires on or before the date of publi cation of this amendment in the Rajasthan Rajpatra

%31 *Scales of Pay* —The scale of monthly pay to a person appointed to the posts in the variou, cadres shall be such as may be sanctioned by Government from time to time

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*Sub for the words A probationer shall be confirmed in his appoint ment at the end of the period of his probation if the appointing authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation vide Govt Noti No F 10(1) Apptts (A) 55 dated 16-6 19 9

*Added vide Noti No F 10 Apptts A/55 dated 16-6 1959

@Inserted vide Noti No F 1 (12) Apptts (A-II) 68 pt V dated 17 10-70

%Sub for the words (The scale of monthly pay admissible to a person appointed to a post specified in column 2 of Schedule III shall be the scale specified in Coulmn 3 thereof) Noti No. F 10 (1) Apptts A/55 dated 16-6-59

@32 '*Pay durnig probation*—The intial pay of a person appointed by direct recruitment to a post in the Service/Cadre shall be the minimum of the scale of pay of the posts

Provided that the pay of a person already serving in connection with the affairs of the state shall be fixed in accordance with the provisions of the Rajasthan Service Rules 1951

* 32 A —A person working as Stenographer Grade III on the date of issue of these rules or one appointed temporarily as such under proviso to sub-rule (2) of rule 25 or rule 26 (3) of these rules who has not been able to pass the test for III grade Stenographers to be held by the Commission,' shall be allowed to draw increments in the scale prescribed for the post in case no examination has been held by the Commission within two years of his appointment

Provided that the Appointing Authority is otherwise satisfied in regard to his suitability to hold the post

***Clarification*

**Under Circular No F 7 (21) Apptts (D) 59 dated the 16th March 1964 it was made clear that the above amendments would have retrospective effect from the date the rules came into force

A further clarification is now made that at the time of initial appointment of a person as Stenographer it was necessary that the Appointing Authority shou'd take a test in shorthand and Typewrit ing at the rates of speeds specified in the Rules under reference or in respect of the period before the date of promulgation of the Rules at the rates of sp eds specified in the Rajasthan Civil Services (U i fication of Pay Scales) Rules 1950 and after they are satisfied that the candidates have the requisite speeds should record in writing to that effect and only than the p rsons concerned should be temporarily appointed Stenographers If this has been done the incumbents of the posts shall continue to draw their grade increments till such time they take the P S C Examination However, if they fail in the

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@Substituted for Pay during probation —The initial pay of a person appointed by direct recruitment to any cadre shall be the minimum of the scale applicable to him except that the pay of the Lower Division Clerk who is appointed from amongst those who have passed the Junior Diploma Course shall be fixed at two stages higher He shall draw increments in that scale as they accrue provided that if the period of probation is extended on account of failure to give satisfaction the period of such extension shall not count for increment unless the appointing authority directs otherwise vide Noti No F 1 (16) (A II)/67 18 2 1969 And for the initial pay of person appointed by direct recruitment to a post in the Service/cadre shall be the minimum of the scale of pay of the post

Provided that the pay of a person already serving in connection with the affairs of the date shall be fixed in accordance with the provisions of the Rajasthan Service Rules 1951 vide No F 1 (15) Apptts (A II) 67 dated 18-2 1969 and corrigendum of even No dated 3 15th July 1970

*Added vide Noti No F 10 (21) Apptts (D)/59 dated 17 6 63 and 25-9 1963

**Added vide Noti No F 10 (1) Apptts (A)/51 Pt dated 7 9-64

examination their further increments will be stopped but not with retrospective effect In other words, they will not be entitled to earn future increments till such time they pass the P S C examination If a person fails in the examination but has to be continued because no qualified hand is available for appointment he may then be allowed to earn increments provided the Head of Department Appointing Authority certifies in writing that no qualified hand is available for posting If a person does not take the examination then his future increments will be stopped If on the other hand he is prevented from taking the examination due to illness, which fact should be certified by a competent Medical Authority he shall continue to draw increments till he appears in the next examination and qualifies

33 *Criteria for crossing efficiency bar* —No person appointed to any cadre shall be allowed to cross an efficiency bar unless the appointing authority is satisfied that he has worked satisfactorily and his integrity is unquestionable

PART VIII —Other Provisions.

34 *Regulation of leave allowances pension etc* —Except as provided in these rules the pay allowance pension leave and other conditions of service of the staff shall be regulated by —

(1) The Rajasthan Travelling Allowance Rules 1949 as amended up-to date

* (2) The Rajasthan Civil Services (Unification of Pay Scales) Rules 1950 as amended up-to-date

(3) The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules 1956 as amended up-to-date

(4) The Rajasthan Civil Services (Classification Control and Appeal) Rules 1950 as amended up to date

(5) The Rajasthan Service Rules 1951 (as amended up-to date) and

** (6) Any other rules prescribing general conditions of a service made by the appropriate authority under the provi o to article 309 of the Constitution of India and for the time being in force

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*Added vide Noti No F 10 (1) Appts (A)/55 dated 16-6-1959

Renumbered 2 3 4 and as items 3 4 and 5

**Sub for the words The Rajasthan Service Rules 1951 (as amended up-to-date and any other rules made by the appropriate authority under the proviso to article 309 of the Constitution of India and for the time being in force vide Noti No F 7 (18) Appts (D)/59 dated 28 7.61

*SCHEDULE I

(See rule 20)

SYLLABUS AND RULES FOR THE COMPETITIVE EXAMINATIONS

*PART I For—Upper Division Clerks

The cometitive examination shall include the following subjects and each subject will carry the number of marks shown against it —

Section A —To be taken by all candidates

	Subjects	*Marks*
1	English	75
2	General Knowledge	75
3	Arithmetic	75

Section B —Each candidate must take one of the following subjects —

4	Generel Indian History	100
5	General Geography	100
6	Elementary Physics & Chemistry	100
7	Indian Economics & Civi s	100
8	Hindi	100
*9	Book keeping & Accounts	100
*10	Business methods	100

Note —The papers in the case of each of the subjects men tioned in Section A and B above shall be of 3 hour s duration

The standard and scope of the examination in each subject shall be as follows —

Section A —(Compulsory)

1 *English*—The paper will be set to test the candidate proficiency in the language Besides an essay to be written in English on one of specified subjects it may include translation from Hindi to English precis writing and use of indioms etc

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*Subs ituted for (schedule II) Syllabus and Rules for the Competitive Examination (See Rule 21)

The Competitive Examination shall include the following subjects and each subject will carry the number of marks shown against it

SECTION A-Written

1	Hindi	100
2	Arithmetic	50

Note —Persons who have not passed the High School Examination shall have to appear at a qualifying test in English of Marticulation standard and s cure 50% marks atleast

[Continued]

2 *Gen ral Knowledge* —A paper will be set to test general int lligence power of observation and knowledge such as is to be expected of candidates who, having had the usual grounding in subjects taught in schools and colleges have pursued their collection eith r at a University or by reading books newspapers and maga zines attending lectures and taking an intelligent interest in things round them such as radios, aeroplanes etc The questions will ordi narily be so set as to admit of brief answers and beside covering popular science will embrance knowledge of social, political and economic events of the day

3 *Arithmetic* —The whole of arithmetic (The use of algebric symbols and processes will be allowed)

Section B —(Optional)

4 *General Indian History* —The minimum scope of knowledge will be that which an Intermediate College student should have attained who has acquired familiarity with the main aspects and the leading events of the different periods of the Indian History and more particularly those relating to the period of Akber's reign down to present day

5 *Generat Geography* — The minimum scope will be the same as in the case of General Indian History The paper will include questions on Geography of the world and questions on Physiography One of the questions set will require the drawing of a map

6 *Elementary Physics and Chemistry* —Paper will be set on Elemsntary Physics and Elementary Chemistry the minimum scope of knowledge being that which an Interm diate College student would be expected to have attained

7 *Indian Economics and Civics* —The minimum scope of knowledge will be that which an Intermediate College student should have attained Questions on salient principles of Economics and Civics also applicable to Indian conditions may be asked

8 *Hindi* —The paper will be set to test the candidate s proficiency in the language Besides an essay to be written on one of several specified subjects it may include precis writing letter writing use of idioms etc The general standard of the paper will be that of High School Examination of the Rajasthan University

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SECTION B-Oral

3 Personality and viva voce examination 50

The total marks for the oral test shall be divided as follows-

Personality	20
General knowledge	20
Suitability for Particular post	10

A candidate possessing a certificate of having passed the English or Hindi type writing test held by the Commission may be allowed grace marks up to 10 provided that the total marks obtained by him in the oral test including the grace marks do not exceed 50.

Continued]

notified by Government from time to time under the (i) Rajasthan Civil Service (Revised Pay Scales) Rules 1961, and (ii) Rajasthan Civil Services (New Pay Scales) Rules, 1968

(b) all Lower Division Clerks having the minimum qualifications of Secondary/Matriculation or Higher Secondary

(c) holder of other posts specified in Schedule A provided that they possess educational professional and other qualifications and experience prescribed for such posts at the time of their initial appointment as provided in the service rules mentioned in Schedule B or in any other rules or orders for the time being in force and further that if such rules or orders provide for passing of a recruitment qualifying examination prior to appointment or for passing of a departmental examination within a prescribed period after appointment they have passed such examinations

(ii) The Upper age limits prescribed in the service rules specified in Schedule B or in any other rules or orders shall be deemed to have been relaxed in the case of persons mentioned in clauses (a) to (c) of sub rule (i)

(iii) Notwithstanding anything contained in the service rules specified in Schedule B or in any other rules or orders for the time being in force regulating the recruitment and other conditions of service of any of the posts specified in Schedule A all temporary employees appointed prior to 1 4 64 and who have been continuously holding such posts or who have been subsequently appointed temporarily to high posts within the service or cadre or outside the service or cadre and who are continuously holding such posts including higher posts upto the date of commencement of these rules shall stand automatically confirmed on the posts on which they were initially appointed in relaxation of age limit qualifications and experience and mode of recruitment provided in the relevant service rules

(iv) Confirmations in the case of such temporary employee under sub rules (i) and (iii) shall be deemed to have been made on the permanent posts of the category to which initial appointments were made and which are substantively vacant provided that

[i] in the absence of such permanent posts temporary post of such category shall stand converted into permanent posts and the confirmation shall then be deemed to have been made thereon and

[ii] the posts created for a temporary purpose like construction of a project relief operations etc shall not stand converted into a permanent post under proviso (i) and a temporary employee initially appointed to such post shall be confirmed on other temporary posts converted into a permanent ones or on the supernumerary posts created for the purpose

5 *Seniority* —The seniority of persons confirmed under sub-rule (i) or (iii) of rule 4 shall be regulated in the following manner —

(a) The *inter se seniority* of such persons shall be determined by the length of their continuous service in temporary or adhoc capacity

(b) Such persons shall rank junior to all persons who were recruited before the coming into force of these rules in accordance with the service rules mentioned in Schedule B

6 *Notification of List* —List of persons confirmed under sub-rule (i) or (iii) of rule 4 and list of posts made permanent under sub-rule (iv) shall be drawn up in respect of each department by the appointing authority and shall be notified on the notice board and the copy of the same shall be forwarded to the Secretary to the Government in the administrative department and to the Deputy Secretary to the Government in the Appointments (Welfare) Department

7 *Removal of doubts* —In any doubt arises in the application interpretation and scope of these rules it shall be referred to the Government in the Appointment Department whose decision thereon shall be final

SCHEDULES–A (see Rule 4)

POSTS OUTSIDE THE PURVIEW OF THE R P S C.

(1) Peons & other equivalent posts in Scale No 1, 2 and 2A

(2) Lower Division Clerk

(3) Telephone Operators in Scale No 7

(4) Computor in Scale No 9

(5) Drivers including Tracters and Bus Drivers in Scale No 7

(6) Patwaris

(7) Sepoys in Excise and in Commercial Taxes Departments

(8) Al posts in subordinate services Scale No 6 and below not specified under any particular department but which have been and are filled by direct recruitment and not by promotion in accordance with Service Rules according to Government orders and which are outside the purview of the Commission.

SCHEDULE–B (See Rule 4)

1 The Rajasthan Secretariat Ministerial Service Rules 1970.

2 The Rajasthan Subordinate Offices Ministerial Staff Rules 1957

3 The Rajasthan Class IV Services (Recruitment & other conditions) Rules 1962

4 The Rajasthan Statistical Subordinate Service Rules, 19..

5 The Rajasthan Subordinate Co-operative Service (Class D. Rules 1953

6 The Rajasthan Subordinate Devasthan Service (Class II) Rules, 1954

7 The Rajasthan Government Presses Subordinate Service Rules 1969

8 The Rajasthan Mines & Geological Subordinate Service Rules, 1960

9 The Rajasthan Police Subordinate Service Rules 1956

10 The Rajasthan Medical & Health Subordinate Service Rules 1965

11 The Rajasthan Subordinate Service (Recruitment & other conditions of Service Rules, 1960

[No F 1 (9) Apptts (A II)/71 dated 14 9 1972]

THE RAJASTHAN SERVICES (RECRUITMENT BY PROMOTION AGAINST VACANCIES OF EARLIER YEARS) RULES 1972

G S R 47—Whereas under most of the service rules regulating recruitment and conditions of service made by the Governor under proviso to Article 309 of the Constitution of India the method of recruitment is provided for by quota rule of direct recruitment and promotion and number of vacancies in the service anticipated during a particular period of recruitment and also the number of persons likely to be recruited by each of such method are to be determined from time to time but to various administrative reasons vacancies to be filled by promotion could not be determined regularly by the competent authority or if they were determined they could not be filled up by promotion by convening the meeting of the Departmental Promotion Committee while the vacancies against direct quota were filled up in a regular manner which resulted in hardship to persons who were eligible for being considered against the vacancies of the promotion quota of earlier years and deprivation of appointment by promotion and of appropriate seniority from the day or year the vacancies of their quota became available

And whereas, vacancies against the promotion quota occurred in earlier years and eligible persons were also appointed on adhoc or officiating basis but as the Department a Promotion Committee could not meet due to various administrative reasons in time and it met only in later years as a result whereof it selected such persons against the promotion quota vacancies only from a later date which resulted in hardship to persons who were eligible for substantive appointment against promotion quota vacancies of earlier years and who it appointed against their appropriate vacancies could have claimed seniority over the direct recruits of those years

And whereas the State Government with a view to strictly follow the quota rule and to increase efficiency in the public administration and for sub serving the common good have decided that the

Departmental Promotion Committee should meet and make recomme ndations for selection against such vacancies so that the Government may make their appointment against such vacancies with reference to appropriate year

Now therefore in exercise of the powers conferred on him under the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan is pleased to make the following rules namely —

1 *Short title and commencement* —(1) These rules may be called the Rajasthan Services (Recruitment by Promotion against vacancies of earlier years) Rules 1972

(2) They shall come into force at once

2 Where a service rule regulating recruitment and condition of service made under the proviso to Art 309 of the Constitution of India provides for recruitment by both direct recruitment and promo tion and where Promotion quota of any earlier year could not be filled up in the ab ence of recommendations of the Departmental Promotion Committee appointed under the rule pertaining to that Service the appointing authority shall determine the number of vacancies which were required to be filled up by promotion specify ing the year with reference to which the vacancies are to be filled up

3 The Departmental Promotion Committee appointed under the service rules referred to in rule 2 shall make their recommenda tion within a period of three months from the date the competent authority makes the determination of the number of vacancies and specifies the year of vacancies of earlier years under the said rule whereupon the appointing authority shall giv ng due regard to the recommendations of the Departmental Promotion Committee make the appointments by promotion in the promotion quota vacancies relevant to the year specified under rule 2

4 When the appointing authority make appointments by promotion under rule 3 it shall specify the year in which such pro motion shall be deemed to have been made

5 Where any vacancy existed in the promotion quota in a year earlier than that in which an appointment by promotion was made on the recommendation of the Departmental Promotion Committee the appointing authorities shall modify the appointment order by specifying the year in which such promotion shall be deemed to have been made

6 Where any appointment by promotion has been made under rule 3 or where the appointing authority has specified the year of promotion under rule 5 the person who has been so promoted shall not be entitled to claim any arrears of pay for any period during which he has not actually performed the duties of the post to which he has been promoted

[Noti No F 1(7) Apptts (A II)/71 dt 7 1 1972—Raj Ga- Exty Pt IV-C(I) dt 7 1 1972 P 247]

MAKING OF TEMPORARY/OFFICIATING APPOINTMENT ON THE SENIOR POSTS TO BE FILLED IN BY PROMOTION WITHIN THE SERVICE UNDER THE VARIOUS SERVICE RULES

Rule under the caption Emergent temporary appointments' or Temporary or officiating appointment as existing in the Service Rules provide for appointment by promotion of an eligible Member of the Service to a vacancy (temporary or permanent) within the Service by the concerned appointing authority for a period of one year with or in case the list out a reference to the Commission till the preparation of the first list of approved candidates for making officiating appointments is exhausted Under this department Circular No F 1(16) Apptts (A II)/67 dated 31 8 67 it was laid down that such temporary appointments should be made on the basis of seniority cum merit only

It has come to the notice of the Government that in the absence of clear guidance from the Government there is no uniformity in following the procedure in making such temporary appointments by the various appointing authorities Sometimes the relevant rule of the Service Rules which enables the Government Appointing authorities to make temporary/officiating appointments is not referred to in the order and some times, the word adhoc is also used which is not provided in the Rules This has resulted in a lot of complications resulting in litigations in this matters

Government have therefore decided that the following guide lines may be kept in view by the appointing authorities while making temporory/officiating appointments in the ordinary/junior scale posts which from the base in the service as well as to the senior posts within the service under the relevant rules mentioned above pending regular selection, as laid down in the relevant Rules

(1) Officers under suspension and those who have been punished under the C C A Rules during the last 5 years, should not be considered for such appointments

(2) Punishment awarded during the last 5 years should be counted against the year of incident

*(3) (i) Officers against whom departmental proceedings have been initiated under Rule 16 of the C C A Rules and on whom looking to the serious nature of charges *prima facie* one of the major penalties as laid down in rule 14 of the C C A Rules is likely to be imposed should also similarly be nót considered

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*[Substitued vide Corrigendum for Officers against whom departmental enquiries are pending and has come to a stage where Government has taken a decision that punishment should be awarded should be awarded should/also similarly be not considered No F 1(16) Apptts (A II)/67 dated 22-7 72]

(3) In cases where only an enquiry has been proceeded with under rule 17 of the C C A Rules, officiating/temporary appointment may be considered

(4) Officers whose certificate of integrity has been withheld should not be considered

(5) Such appointments are not to be termed as adhoc' as there is no rule in the various Service Rules which provide for making of adhoc appointment Such appointment should termed as officiating if the vacancy is permanent or temporary if it is temporary as the caption of the relevant rule indicates

(6) Such appointments are t be made only on the basis of seniority cum merit from amongst those whose Confidential Reports for the last five years are satisfactory

[No. F 1 (16) Apptts. (A II)/67 dated 12 6-1972]

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*THE RAJASTHAN SUBORDINATE SERVICES

(Recruitment and other Service Conditions)

RULES 1960

PART I—General

1 *Short title and commencement* —These rules may be called the Rajasthan Subordinate Services (Recruitment and other Service Conditions) Rules 1960 and shall come into force at once

2 *Scope* —These rules shall govern the recruitment and other conditions of service in respect of persons appointed to the subordinate service posts in the various departments other than posts regarding which separate service rules have been promulgated or may be promulgated in future

3 *Supersession of existing rules and orders* —All existing rules and orders in relation to matters covered by these rules @[stand] superseded but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules

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*No F 3(15) Apptts (C) 58 dated 19-4 1960 and Published in Raj Raj Patra Part IV (C) dated 4 8-1960

@Substituted for are hereby vide Notification No F 3(15) Apptts C/58 dated 22-4-1962

@4 *Definitions* —In these rules unless the context otherwise requires —

*(a) "Appointing authority means Head of Department or any other Officer to whom the powers in that behalf may be delegated by a special or general order of Government

(b) Commission means the Rajasthan Public Service Commission

(c) "Direct Recruitment' means recruitment made otherwise than by promotion as prescribed in Rule 7 (i)

(d) Equivalent Post means a Post carrying similar, nature of duties of identical time scale of pay

(e) Government means the Government of Rajasthan,

(f) Junior Post ' means a post in the lowest ladder of the cadre or a post having a senior counterpart in the same cadre to be approved by Government in each case

(g) Post or Posts means the Subordinate service post or posts specified or which may be added hereafter in Schedule II of Rajasthan Civil Service (C C A) Rules 1958

(h) Schedule ' means a schedule appended to these Rules and

(i) "Senior Post means a post having a Junior counter part in the same cadre to be approved by Government in each case

5 *Interpretation* —Unless the context otherwise requires th Rajasthan General Clauses Act 1955 (Rajasthan Act No VIII of

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@Substituted for the Existing Rule 4

4 Definitions —In these rules unless there is any thing repugnant in the subject or context

(a) Government means the Government of Rajasthan
(b) Commission means the Rajasthan Public Services Commission
(c) *Appointing Authority means the Head of Department* or any other authority empowered by the Rajasthan Civil Services (Classification Control and Appeal) Rules 1958 to make appointments to Subordinate Service posts
(d) Direct Recruitme t means Recruitment by the method pre cri bed by rule 7 (i)
(e) Post or Posts mean the Subordinate Servive post or posts specified or which may be added hereafter in Schedule II of Rajasthan Civil Service (C C A) Rules 1958
(f) Equivalent Post means a post carrying similar nature of duties and identical time scale of pay
(g) Junior Post means a post in the lowest ladder of the cadre or a post having a senior counter part in the same cadre to be approved by the Government in each case
(h) Senior Post means a post having a Junior counter part in the same cadre to be approved by Government in each case and
(i) Schedule means a Schedule to this rul s
Vide Noti No F 3 (15) Apptts (C)/58 dated 22 4-1962

*Substitued for (a) Appointing Authority means the Government of Rajasthan vide Notification No F 3 (15) Apptts /C/58 dated 7 9 1966.

1955) shall apply for the interpretation of these rules as it applies for the interpretation of a Rajasthan Act

PART II—Cadre

6 *Strength of Posts*—The strength of the Posts of each type shall be such as has already been or as may hereafter be sanctioned by Government

Provided that the appointing authority may leave unfilled or Government may hold in abeyance or abolish any vacant post, without thereby entitling any person to compensation

PART III—Recruitment

7 *Sources of recruitment*—Recruitment to posts shall be made—

(1) by selection through the agency of the Commission in respect of the posts falling within their purview by one of interview or written examination followed by a personality and viva voce test, if necessary as may be decided upon by Government in consultation with the Commission and in respect of other posts by the appointing authority *[in the manner specified]

(2) by transfer from among persons holding equivalent posts in other departments

Provided that if the posts to which transfer is proposed to be made is within the purview of the P S C such person should have already been approved by Public Service Commission on such equivalent post

@(2-A) by transfer of persons from any institution that has been taken over by the State Government with condition to suitably absorb its staff

Provided that in case of transfer of persons serving in any such institution the employee must have put in not less than three years continuous service and is found suitable in consultation with the Commission where such consultation is necessary

(3) by promotion to senior posts from among persons holding junior posts

Provided —

(1) That Government shall decide at the instance of each Appointing Authority which posts in his Department shall be filled by selection

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*Substituted vide No. F 3 (15) Apptts/C/58 dated 22-4-1962 for concerned

@Added vide Notification No F 3 (15) Apptts /C/58/Pt III dated 22-11 1963

and which posts by promotion and if certain categories of posts are to be filled both by selection and promotion Government shall decide the percentage of recruitment by each method

(2) that the Commission shall be consulted in all cases where the post or posts are within the purview of the Commission and direct recruitment to fill up all or a percentage of the vacancies is made

@(4) By promotion on the basis of selection to the posts of Extension Officers in the Industries Education Agriculture and Co operative Departments from amongst Village Level Workers@@[according to seniority at the State level]

Provided that the 10% of the sanctioned posts shall be reserved for being filled in by promotion from amongst Village Level Workers and that their shall be no further direct recruitment till this reserved quota is filled up

8 *Reservation of vacancies for Scheduled Castes and Scheduled Tribes* —Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be in accordance with the order of Government for such reservation in force at the time of commencement of these rules

Note —Reservation shall be calculated on the basis of total vacancies Adjustment of fractions shall be made over a period of five years Promotions shall be made irrespective of caste consideration

9 *Determination of vacancies* —Subject to the provisions of these rules and the directions of Government if any, each Appointing Authority shall determine every year in the month of December the number of vacancies anticipated to be filled up by either method during the following calendar year

*10 *Nationality* —A candidate for appointment to the Service must be —

@Added vide Notification No F 3 (15) Apptts /C/55/Pt II dated 14-8 19 5

@@Substituted for the words (Selection grade) vide Notification No F 3 (15) Apptts (C)/55/Pt IV dated 19 9 1969

*Substituted for Rule 10 Nationality— A candidate for appointment to a post must be —

(a) a citizen of India or

(b) a subject of Sikkim or

(c) a subject of Nepal or a Portuguese or Former French possession in India or

(d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India

Provided that if he belongs to category C or D he must be a person in whose favour a certificate of eligibility has been given by the Government of India

[Continued]

(a) a citizen of India or

(b) a subject of Sikkim, or

(c) a subject of the State of Pondicherry or

(d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India

Provided—(1) that subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January 1962 with the intention of permanently settling in India may also be appointed to any State po t,

(2) that a candidate belonging to category (c) or (d) above must be a person in whose favour a certificate of eligibility had been given by the Government of India and if he belongs to category (d) th certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Rajasthan Public Service Commission or other recruiting authority and he may also be provisionally appointed subject to necessary certificate being given to him by the Government of India

11 *Age*—A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of *(28 years) on the 1st day of January next following the year in which the applications are invalid

Provided —

@(i) that the upper age limit mentioned above may be relaxed upto a maximum of fifteen years with the approval of the Government in case of particular category or categories of pos's or individual cases in exceptional circumstances

(ii) that if a candidate would have been entitled in respect of his age to appear at the examination in any year in which no such

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Provided further that if be belongs to category C or D the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India

A candidate in whose case a certificate of eligibility is necessary may be admitted in an examination or interview conducted bo the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India Vide Notification No F 3 (6) Apptts (D)/ 9 dated 29 12 1965

*Substituted for 25 years vide Notification No F 1 (25) Apptts (A II)/1969 dated 3-6-1970

@Substituted for (1) that the higher age limit prescribed above may be relaxed in the case of particular category or categories of post upto a maximum of ten years with the approval of the Government. Vide Notification No F 3 (15) Apptts. (C)/55 pt VI dated 11 3-1966

examination was held he shall be deemed to be entitled in respect of his age to app ar at the next following examination and

(iii) that the upper age limit for a candidate of a Scheduled Caste or of a Scheduled Tribe or who is a lady candidate shall be deemed to have been raised further by five years

(iv) that the upper age limit for Jagirdars including Jagirdars sons who did not have any Sub Jagir for their subsistence shall be 40 years till —[1st Jan 1964]

*Note —In the case of women candidates the upper age limit shall be raised by five years

**(v) Provided that the upper age limit for the reservists namely the defence service personnel transferred to the reserve shall be 50 years

@(vi) that the upper age limit for the political sufferer shall be 40 years till the 31st December 1964

Explanation —The expression political sufferer for the purposes of this rule shall have the meaning assigned to its under clause (iii) of rule 2 of the Rajasthan Political Sufferers Aid Rules 1959 published in part IV (C) of Rajasthan Gazette dated 18th June 1959

@@(vii) that the persons appointed temporarily shall be deemed to be within the age limit had they been within the age limit when they were initially appointed even though they have crossed the age limit when they appear finally before the Commission and shall be allowed upto two chances had th y been eligible as such at the time to their initial appointment

+(viii) That the upper age limit mentioned abov shall be relaxable by a period equal to the service rendered in th N C C in the case of Cadet Instructors and if the resultant age does not exceed the precribed maximum age limit by more than three years they shall be deemed to be within the pre cribed age limi

12 *Academic qualifications* —A candidate for direct recruitment must possess a good working knowledge of Hindi written in Devnagri Script and such other qualifications as may be prescribed by the appointing authority with the approval of Government It the post is within the purview of the Publi Service Commission it will also be consult d Where the minimum qualification required for a post is Matriculation and the recruitment is not to b

—Substituted for the words 31st of December 1961 vide Notification No F 3 (9) Apptts (D)/59 dated 1 10 1962

Added vide Notification No F 1 (1) Apptts /D/60 dated 16 11 1960

**Added vide No F 3 (9) Apptts /C/58 dated 27 8-1962

@Added vide No F 1 (16) Apptts (II)/62 dated 31 5 1963

@@Added vide Notification No F 1(26) Apptts /(A II)/62 dated 18 10-65

+Added vide Notification No F 1 (10) Apptts (A I)/66 dated 11 4 67

and by a competitive examination a test in Hindi of Matriculation standard may be prescribed in the case of the candidates who did not pass their High School or equivalent examination in Hindi The candidate shall have to pass this test during his/her period of probation

*12 A —A candidate for direct recruitment must possess a good working knowledge of Hindi written in Devnagri script one of the Rajasthani dialects and such other qualifications as may be prescribed by the Appointing Authority with the approval of Government even if the post is within the purview of the Commission where the minimum qualifications required for post is Matriculation and the recruitment is not to be made by a Competitive Examination a test in Hindi of Matriculation standard may be prescribed in the case of the condidates who did not pass their High School or equivalent examination in Hindi The candidate shall have to pass this test during his/her period of probation

13 *Character* —The character of a candidate for direct recruitment must be such as to fit him for Public Service He must produce two certificates of good character written not more than six months prior to the date of his application from two responsible persons not related to him

Note —(1) A conviction by a Court of law need not of itself involve refusal of a certificate of good character The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established the mere conviction need not be regarded as a disqualification

@(2) Ex prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds of the previous conviction for purposes of employment in the service Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent After Care Home or if there are no such homes in a particular district from the Superintendent of Police of that district Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent After Care Home endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prisons and by their subsequent good conduct in an After Care Home

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*Added vide Notification No F 3 (15) Apptts dated 23-8 1960 and 26-8-1966

@Inserted vide No F 1 (4) Apptts (A II) Pt II/60 dated 28-6-1961

In rule 34 the existing clause (a) of sub rule (1) shall be substituted by the following —

(a) (i) Where a Government servant is deputed for training within the State and the period of training is treated as duty under rule 7(8) (b) (i) of Rajasthan Service Rules he shall be entitled to Compensatory Allowance during the entire period of training at the rate at which Halting Allowance is admissible to him at the place of training under rule 8 (2) of these rules irrespective of whether the stay in hostel attached to the training institute is compulsory or not subject to the condition that the maximum amount of compensatory allowance shall not exceed Rs 250/-p m

(a)(ii) If a Government servant is deputed for training outside the State and the period of training is treated as duty under rule 7 (8) (b) (i) of Rajasthan Service Rules he shall be entitled to compensatory allowance at the following rates —

(1) For the first 3 months	At the rate of the halting allowance admissible at the place of training
(2) For a period exceeding 3 months	At the rate of the halting allowance admissable at the placeof training subject to a maximum of Rs 250/- p m"

The existing clause (b) of sub rule(1) of Rule 34 shall be renumbered as clause (c) and the following new clause (b) shall be inserted —

"(b) In cases where a Government servant is sent or deputed to undergo a regular course of study of training whithin the State or outside the State which results in acquiring of a degree or diploma from a University or any other autonomous institution or College etc the Compensatory allowance under this rule shall not be admissible irrepective of whether the period of training is treated as duty under rule 7(8) (b) (i) of Rajasthan Service Rules or not

(No F3(9)FD(Rules)/70 dated 16 Feb 1974)

Rule 37 Page 88

The existing clause (ii) of sub rule (1) of rule 37 shall be substituted by the following —

'(ii) Term once in a period of two calendar years should be taken to mean once in each block of two calendar years starting from the year 1974 and onwards. The concession shall be admissible during the block of two consecutive calendar years starting from the years 1974 & 1975, 1976 and 1977 & so on. The Leave Travel concession pertaining to previous blocks i e 73–74 if not availed of by 31st December 1974 (onward journey to commence before midnight of 31st December, 1974) shall lapse and it shall not be allowed to be carried forward upto 31st December 1975'

(No F3(9)/FD/Rules 70 dated 5 Nov 1974)

Rule 37 Page 90

The existing sub-clause (i) of Sub rule (5) of rule 37 shall be substituted by the following

(i) The term 'family' for the purposes of Leave Travel Concession shall have the same meaning as defined in rule 3 (4) of these rules and also include parents, sisters and minor brothers who are residing with him and are wholly dependent upon him

The existing clause (i) of sub-rule (7) of rule 37 shall be substituted by the following —

(i) The concession will be admissible in the case of journeys performed by the officer during regular leave or casual leave as the case may be irrespective of their duration

(No F3 (9)/FD/(Rules)/70 dated 5 Nov, 1974)

Rule 26 Page 68

In para 2 of column 2 against Item No 8 under Section I of Rule 6 the existing words and figures 'Rs 10/–' shall be substituted by the words and figures 'Rs 15/–'

Above amendment shall be deemed to have come into force w e f 1-11-73

(No F 3(9)/FD (Rules)/70 dated 25 Feb 1974)

Rule 28 Page 71

The following note below the existing note 3 under sub-rule (i) of rule 28 shall be inserted —

4 Where a Government Servant goes in appeal against the order of the disciplinary authority under Rajasthan Civil Services (Classification Control and Appeal) Rules and is called before an Appellate authority for enquiry evidence or hearing he shall not be entitled to any travelling allowance

(No F3 (9)/FD (Rules)/70 dated 21 May 1974)

After the existing rule 37 the following new rule 38 shall be inserted and the existing rule 38, 39 and 40 shall be renumbered as rule 39 40 and 41 respectively —

38 (1) A member of the service (including those whose home are situated within a distance of 400 kms from their headquarters) would be entitled to Leave Travel Concession for journeys to any place in India once in a block of four calendar years commencing from the year 1974 subject to all other conditions laid down in thes rules In particular th concession for travelling to any place in India if not utilised during a block of four years could be carried forward to the first year of the next block of four

(2) A member of the service who are entitled to Leavel Travel Concession for journeys to their home towns under the existing scheme will also be eligible to avail themselves of the concession to travel to any place in India once in block of four years but if this concession is utilised it will be in liev of and adjusted against the Leave Travel Concession to the home town including the concession if any carried forward to which they may be entitled at the time the journey to any place in India is undertaken Further such members of the Service will be entitled to carry forward the concession to travel to any place in India to the first year the of next block of four years only if they are entitled to a carried forward Leave Travel Concession to home town for that year In view of the provision for carry toward the journey can either be performed in the period 1974–77 or if not performed it can be carried forward to 1978 the first year of the next block provided the Leave Travel Concession for the home town for the block year 1976–77 has not been utilised

(No F 3(9)/FD(Rules)/70 dated 5 Nov , 1974)

Sub —Ex-post-facto approval for journeys undertaken by air

It has been observed that Administrative Departments first permit air travel by officers who are not eligible to travel by air under the Rules and then recommend the cases for ex-post-facto approval of the Finance Department In view of the financial stringency there is need to exercise utmost economy in expenditure Some times the journeys undertaken by air are not supported with valid reasons The Finance Department however is often faced with a fact-accompli It is requested that in future prior approval of the Finance Department to allow journey by air to officers who are not entitled to the same under the Rajasthan Travelling allowance Rules 1971 should be obtained, the Finance Department would not entertain any request for post facto approval of such journeys

(No F 3 (3) FD (Rules)/73 dated 1 11 1973)

Sub Rajasthan Travelling Allowance Rules 1970

Attention is invited to the provisions contained in item 5 of Schedule to Appendix IV (Finance Department Order No F3(9)FD/Rules 70 dated 16 2 1973) of the Rajasthan Travelling Allowance Rules which regulates admissibility of halting allowance to a Government servants who undertakes journey in a car or other means of conveyance which is not his own or hired

The aforesaid provisions stipulare grant of one halting allowance if the absence from the headquarters is more than 8 hours and half halting allowance if the absence from headquarters is more than 4 hours but not more than 8 hours subject to the condition than not more than one halting allowance shall be admissible for every absence of 24 hours from the headquarters The absence from headquarters begins when a Government servants leaves his headquarters on tour and ends when he returns thereto

A question was raised as to how the absence from headquarters involving fraction or 24 hours should be regulated when such absence duration of 24 hours It is clarified that for every period of 24 hours of absence one halting allowance and for the fraction of 24 hours if any one halting allowance or half halting allowance shall also be admissible under clause (i) or (ii) of item 5 referred to above as the case be.

The provision of item (2) shall not be applicable to such cases

(No F3(9)FD(Rules)/70 dated 16 Feb , 1974)

Sub Grant of cycle allowance to cycle sawars

In partial modification of Finance Department Order No F1 (31,FD (Exp Rules)/74 dated 10-8-1974 the Governor has been pleased to order that with effect from 1-8-1974 the rate of cycle allowance payable to cycle sawars using their own cycles be revised to Rs 15 per month

(No F1(13)FD Gr 2)/73 dated 19th July 1974)

Vide Finance Department Order No F 1(13) FD (Gr 2)/73 dated 19 7 1974 the rate of Cycle Allowance payable to Cycle Sawars using their own cycles was revised with effect from 1 8 1974 to Rs 15/- per month

As an economy measure it is enjoined on all Heads of Departments to ensure that the existing number of posts of cycle sawars is not increased from the present level and instead efforts are made to reduce the number of the posts of cycle sawars

(No F1 (13 FD (Gr 2)/73 dated 27th Nov 1974)

Amendments

Rajasthan C S (Substantive Appointment & Determination of Seniority of Temporary Emp) Rules

Subject —Rajasthan Civil Services (Substantive Appointment and Determination of seniority of Temporary Employees) Rules 1972- con firmation of Lower Division Clerks transferred to other Department/ Office after 14 9 1972

Instances have come to the notice of this Department in which diffi culty is b ing faced by some Lower Division Clerks who were eligible for confirmation w e f 14 9 1972 under the Rajasthan Civil Services Substantive Appointment and Determination of seniority of Temporary Employees) Rules 1972 but were transferred after that date from the D partment/Office in which they were working to another Department/ Office Doubts have been raised as to in which Department/Office the official concerned will be confirmed and from which date The matter has been examined in consultation with the Finance Department and it has b n held that the clerk concerned will be entitled for confirmation in the subordinate Departm nt/Office in which he was working on 14 9 72 and it will be his personal entitlement only After his transfer to other Departm nt/Office the Lower Division Clerk will carry his per sonal permanent status In the new Department/Office he shall be treated as p rmanent or substantive and for this purpose if need be one of the temporary posts may be made permanent only upto such time that particular L D C retains lien on that posts In the former D partment/Office from which the clerk concerned was transferred no other person recruited in his place after 14 9 72 will have the right for confirmation on the ground that the L D C who was holding the post on 14 9 72 has since been transferred to another Department unless otherwise also he was eligible for confirmation without taking into account the above mentioned Rules

The above decision will be applicable to the L D Cs transf rred from one subordinate Department/Office to another subordinate Depart m nt/Office In the case of Secretariat appointments on the post of L D C are not actually made by tran fer from the subordinate Depart m nt/Office However a p rson already working in a Subordinate Office can compete along with others and those selected are appointed As su h a L D C working on 14 9 1972 in a subordinate Department/ Office and subsequently appointed without break in service as a L D C in the secretariat will be confirmed as L D C in the Department/Office in which he has *working on 14 9 72 and he will be confirmed in the Sec* retariat only when his turn for confirmation comes in the normal course & o long he is not confirm d in the Secretariat he will retain his lien in the parent Department Office in which he was working on 14 9 72

All pending cases of confirmation under the above mention d ... les may b disposed of by the Appointing A

(No F 1 (9) Appits (A-II)/71

In this Department Notification of even numb r dated 14 9 1972 by which the Rajasthan Civil Services (Substantive Appointment and Deter mination of Seniority of Temporary employees) Rules, 1972 were published in the Extraordinary Rajasthan Rajpatra Pt IV (C) dated 14 9 1972 the following words and figures may be read as follows —

(i) In Rule 3 of the rules mentioned above publishing page 284 in the above mentioned Extraordinary Rajasthan Rajpatra the Words *shall may be inserted between the words and figures* (Rajasthan Act 8 of 1955) " and apply ' occuring in Second and Third line

(ii) In the Schedule B publi hed at pages 286 and 287 in the above mentioned Extraordinary Rajasthan Rajpatra at S Nos 5 7 and 9 the figures 1953 , 1969 and 1956 may be replaced by the figures 1955' 1956 and 1966

(No F I (9) Apptts (A I)/71 dated the 3rd Jan 1973)

Rajasthan Subordinate Offices Ministerial Staff Rules, 1957

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Rajasthan hereby makes the following rule further to amend the Rajasthan Subordinate Offices Ministerial Staff Rules 1957 namely —

In Schedule I Part II Section B of the said Rules for the words 'the candidate may offer any of these subjects or more' shall be substituted by the words the candidates shall offer any two of these subjects'

(No F 3 (5) DOP/A II/73 Dt 5th July 1973)

An upto date copy of Schedule I II appended to the Rajasthan Subordinate Offices Ministerial Rules 1957

SCHEDULE I

(See Rule 20)

Syllabus and Rules for the Competitive Examinations

*PART I FOR-UPPER DIVISION CLERKS

The competitive examination shall include the following subjects and each subject will carry the number of marks shown against it—

SECTION A-to be taken by all candidates

Subjects		Marks
1	English	75
2	General knowledge	75
3	Arithmatic	75

SECTION B-Each candidate must take one of the follow ng subjects—

4	General Indian History	100
5	General Geography	100
6	Elementary Physics and Chemi try	100

7 Indian Economics and Civics 100
8 Hindi 100
9 Book Keeping and Accounts 100
10 Business methods 100

Note —The papers in the case of the subjects mentioned in Section A & B above shall be of 3 hours duration

Th standard and scope of the Examination of each subject shall be as follows —

SECTION A-COMPULSORY

1 English —The paper will be set to test the condidates s proficiency in the language Besides an essay to be written in English on one of specified subjects it may include translation from Hindi to English precis writing and use of idioms etc

2 General Knowledge —A paper will be set to test general intelligence power of observation and knowledge such as is to be expected of candidates who having had the usual grounding in subjects taught in schools and colleges has pursued their collection either at a University or by reading books newspapers and magazines attending lectures and taking and intelligent interest in things round them such as radios aeroplanes etc The questions will ordinarily be so set as to admit of brief answers and beside covering popular science will embrace knowledge of social political and economic events of the day

3 Arithmatic —The whole of arithmatic (The use of algebric symbols and proces es will be allowed)

4 General Indian History —The minimum scope of knowledge will be that which an Intermediate College student should attained who has acquired familiarity with the main aspects and the leading events of the different periods of the Indian History and more particularly those relating to the period of Akbar s reign down to present day

5 General Geography —The minimum scope will be same as in the case of General Indian History—The paper will include questions on Geography of the World and questions on Physiography One of the question set will require the drawing of a map

6 Elementary Physics and Chemistry Paper —will be set on Elementary Physics and Elementary Chemistry the minimum scope of knowledge being that which and Intermediate College student would be expected to have attained

7 Indian Economics and Civics —The minimum scope of knowledge will be that which an Intermediate College student should have attained Question on salient principles of Economics and Civics also applicable to Indian conditions may be asked

8 Hindi —The paper will be set to test the candidate s proficiency in the language Besides an essay to be written on one of several specified subjects it may include precis writing, letter writing use of idioms etc The general Standard of the paper will be that of High School Examination of the Rajasthan University

6 Hindi The paper will be set to test the candidates proficiency in the language Besides an essay to be written on one of several specified subjects it may include precis writing letter writing use of idioms etc

Note—1 The candidates will bring their own pen and pencils

2 The commission may issue instructions to the examiners to make deduction in the marks assigned to candidates on account of bad hand writing

(No F 3 (5) DOP-II/73 dt 30th Oct 1973)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Subordinate Offices Ministerial Staff Rules 1957 namely —

Amendment of Rule 15 After sub rule (7) of rule 15 of the Rajasthan Subordinate Offices Ministerial Staff Rules 1957, the following sub rule shall be inserted namely —

"(8) **Eligibility for Admission to Stenographer Grade Examination** Confirmed Stenographers Grade II shall be eligible for admission to Stenographer Grade I Examinations provided on the last date of receipt of Applications they have put in atleast four years service as Stenographer Grade II

(No F 3 (13) DOP/(A II)/73 dt 3rd Dec 1973)

Amendment of Rule 7 —After the existing proviso 6 to rule 7 of the Rajasthan Subordinate Officers Ministerial Staff Rules 1957 herein after referred to as the said Rules the following new proviso shall be inserted namely —

(7) that nothing in these Rules shall preclude the Appointing Authority from making substantive Appointment to the posts of stenographers Grade II subject to the availability of vacancies from amongst the persons who were holding the post of stenographer in temporary or ad-hoc capacity in the Department concerned on 15 9 72 and whose work is found satisfactory by the Appointing Authority and who held either of the following qualifications and experience on such date —

(a) Graduate from a Univer ity established by Law in India with short hand as one of the subjects or holder of a diploma in shorthand

Or

(b) passed the Higher Secondary Examination from the Board of Secondary Education Rajasthan or an equivalent examination with Shorthand an one of the subjects and must have put in two years service as Stenographer Grade II or Steno typist excluding breaks if any,

Or

(c) those s enographers Grade II or Steno typist who have put in two years service as such on 15 9 1972 in the Department concerned excluding breaks if any and who are certified by the Appointing Authority to have worked satisfactorily and have also passed competitive

examination as specified in Part III of the Scheduole I either in English Shorthand or in Hindi Shorthand apart from passing the English a Hindi typewriters tests"

Amendment of rule 27 --After the existing proviso (ii) of rule 27 of the said Rules the following new proviso shall be inserted namely --

"(ii-A) that seniority interse of the per ons substantively appoint d under proviso 7 to rule 7 shall be determined by total continuous length of their service on the post of Stenographer Grade II or Steno typist in the Department concerned

(No F 3 (3) DOP/A-II/73 Dated the 13th December 1974)

Amendment of rule 25 —The existing proviso occurring below sub rule (a) of rule 25 of the Rajasthan Subordinate Offices Ministerial Staff Rules 1957, shall be renumbered as proviso (1) and the following new proviso shall be inserted namely —

(2) that not with standing anything contained in rule 7 the persons appointed temporarily as Lower Division Clerks upto 31 3 1973 who have b en continuously holding such posts or higher posts shall be deemed to have been appointed regularly on temporary basis provided they fulfil other conditions prescribed in the Rules They shall be eligible to be appointed substantively as Lower Division Clerks accord ing to the date of their temporary appointment and on occurrence of permanent vacancies and their work b ing found satisfactory

Provided that a person working temporarily as Lower Division Clerk whose work is not found satisfactory shall be liable to be removed from service --

(i) by giving him one month s notice if he has served temporarily in connection with the affairs of the State for l ss than three year and

(ii) by following the procedure as laid down in the Rajasthan Civil Services (Classification Control and Appeal) Rules 1958 if he has served for more than Three years All persons appointed temporarily as Lower Division Clerks after 31 3 1973 shall be required to eek regular recruitment through the Competitive Examination as prescribed in the Rules "

(No F 3 (2) DOP/A-II/73 dated 24th October, 1974)

The Additional Emoluments (Compulsory Deposit) Act

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THE ADDITIONAL EMOLUMENTS (COMPULSORY DEPOSITS) ACT, 1974

CHAPTER—I

PRELIMINARY

1. Short title extent and commencement —(1) This Act may be called he Additional Emolument (Compulsory Deposit) Act 1974

(2) it extends to the whole of India

(3) It shall come into force from 6th July 1974 except section 14 which shall come into force at once

2 Definitions —In this Act unless the context otherwise requires —

(a) appointed day means the 6th day of July 1974

(b) 'additional dearness allowance means such dearness allowance as may be sanctioned from time to time after the appointed day over and above the amount of dearness allowance payable accordance with the rate in force immediately before the date from which such sanction of additional dearness allowance is to take effect,

Explanation I Where payment of dearness allowance is linked to a cost of living index or any other factor any automatic payment after the appointed day of dearness allowance in consequence of any rise in such cost of living index or in consequence of any change in such other factor shall notwithstanding the provisions of this clause, be deemed to be additional dearness allowance

Explanation II For the purpose of computation of the additional dearness allowance in relation to an employee who enters into any post after the appointed day dearness allowance payable immediately before the appointed day in relation to such post shall be deemed to be the dearness allowance payable to such employee as if he was holding that post on the appointed day and any excess over and above the said dearness allowance shall be deemed for the purposes of this Act to be the additional dearness allowance to relation to such employee

(c) additional wages means such wages over and above the wages payable to an employee in accordance with the rates inforce immediately before the appointed day as may become payable to the employee in respect of any period after the appointed day in pursuance of any wage revision whether by or under an agreement or settlement between the parties or any award decree or order of any court tribunal or other authority or otherwise but does not includ —

(i) any increment due to the employee in accordance with the time scale of pay applicable to the post held by him immediately before the appointed day and any consequent increase in any allowance (not being dearness allowance) admissible under any rule or order in force immediately before the appointed day,

(ii) any higher wages payable to the employee on his—

(a) promotion to a higher post and any increment being AN

INCREMENT WITHIN THE PRESCRIBED LIMITS due to the employee in such higher post

(b) deputation or transfer to an equivalent post or to any post involving higher responsibility and duties

(iii) any special pay honorarium fee or reward payable for any special work done

(iv) any remuneration payable for over time work

(v) any increase in wages consequent on the revision of the minimum rates of wages fixed under the minimum wages Act 1948

(vi) any increase in wages sanctioned in pursuance of recommendations made—

(a) By the third Central Pay Commission

(b) before the appointed day by any Pay Commission appointed by a State Government in relation to the employees of that Government,

(c) by any Committee constituted before the appointed day by Parliament Supreme Court or any High Court in relation to any employee of Parliament, Supreme Court or High Court, as the case may be

Explanation I Where any wage revision made after the appointed day is to be effective from a date prior to the appointed day the wages payable immediately before the appointed day before such wage revision shall for the purposes of computation of additional wages be deemed to be the wages

Explanation II Any bonus (including incentive and production bonus) paid after the appointed day at a rate over and above the rate at which it was last paid before the appainted day shall be deemed for the purposes of this Act to be additional wages

(d) bank deposit rate' means the highest of the maximum rate at which interest may be paid on different class of deposits (other than those maintained in saving accounts or those main'ained by charitable or relegious institutions) by different classes of scheduled banks in accordance with the directions given or issued of Banking Compnies generally by the Reserve Bank of India under of the Banking Regulation Act 1949

(e) dearness allowance ' means all cash payments by whatever name called made to an employee on account of rise in the cost of living

(f) D posit Account means an accounts opened and maintained under section 5

(g) emolument includes wages and dearness allowance

(h) employer" means —

(i) in relation to an establishment which is a factory the owner or occupier of the factory including agent of such owner or occupier, and where a persons is named as manager of the factory under clause (f) of sub section (1) of section 7 of the Factories Act 1948 (63 of 1948) the Person so named

(ii) in relation to an establishment belonging to or under the control of the Central Government or a State Government the person or authority appointed by the appropriate Government for the supervision and control of the employees or where no person has been so appointed the head of the Department concerned

(iii) in relation to an establishment belonging to or under the control of any local authority the person appointed by such authority for the supervision and control of the employees or where no person has been so appointed the Chief Executive Officer of the local authority

(iv) in any other case the person who or the authority which has the ultimate control over the affairs of the establishment and where the said affairs are entrusted to any other person whether called a manager managing director or by any other name such person and includes in the case of a deceased employer the legal representative of such deceased employer

(i) local authority' means any municipal committee, district board body of port commissioners panchayat or other authority legally entitled or entrusted by the Central or any State Government with the control or management of any municipal or Local fund

(j) nominated authority' means such authority as may be nominated by the Central Government for the purposes of this Act and different authorities may be nominated for different purposes

(k) notification' means a notification published in the official Gazette

(l) 'prescribed means prescribed by rules made under this Act

(m) scheme' means a scheme framed under this Act

(n) specified authority means the authority specified under sub section (1) of section 5

(o) wages' means all remuneration (whether by way of salary allowances or otherwise) expressed or capable of being expressed in terms of money which would if the terms of employment express or implied were fulfilled be payable to person employed in respect of his employment or of work done in such employment and includes

(i) any remuneration payable under any agreement or settlement between the parties or any award decree or order of any court tribunal or other authority

(ii) any remuneration to which the person employed is entitled in respect of overtime work or holidays or any leave period

(iii) any additional remuneration payable under the terms of employment including bonus, whether under a scheme of profit sharing or otherwise

(iv) any sum to which the person employed is entitled under any scheme framed under any law for the time being in force

(v) any allowance paid for house accommodation or where house accommodation is provided the value of such accommodation,

and the value of electricity or water or both supplied, and the value of medical attendance or other amenity

but does not include—

(1) any contribution paid by the employer to any pension or provident fund and the interest which may have accrued there on

(2) any travelling allowance or running allowance or the value of any travelling concession

(3) any sum not exceeding rup es two hundred and fifty per annum, paid to the employed person to defrary sp cial expenses entailed on him by the nature of his employment

(4) any compensation or gratuity payable on the termination of employment,

(5) any dearness allowance

3. Persons to whom this Act applies

This Act shall apply to an employee of—

(a) the Central or State Government,

(b) a local authority

(c) a company as defined in section 3 of the Companies Act 1956 including a foreign company within the meaning of section 591 of the Companies Act 1956 (1 of 1956) and a Government company as defined in section 617 of that Act

(d) any other c rporation including a society or body establi hed by, or registered under a Central Provincial or State Act,

(e) any individual, association of persons or body of individuals partnership firm or Hindu undivided family required by the Income tax Act 1961 to deduct Income Tax at source from the emoluments paid to their employees

(f) any establishment owned or maintained in India by a trust fund or institution established for a charitable or religious purpose, and required by the Income Tax Act 1961, to deduct Income Tax at source from the emluments paid to their employees

(g) any establishment not being an establishment owned by government, local authority or person specified respectively, in clauses (a) to (f) (both inclusive) to which the provisions of any law relating to provident funds (other than those established under the Public Provident Fund Act 1968) apply

(h) any other establishment not being an establishment to which any of the foregoing clauses apply established at the instance or in pursuance of a resolution of the Central or State Government or wholly or substantialty financed by the Central or State Government

Explanation Where any grant or loan to an establishment from the Consolidated Fund of India or of any State or of any Union territory having a Legislative Assembly in a financial year is not less than rupees five lakhs and the amount of such grant or loan is not less than seventy

fiv percent of the total expenditure of that establishment such establish m nt shall be deemed, for th purposes of this Act to be substantially financ d by the Central or State Government, as the case may be

4 Act to have overriding effect

Th provisions of this Act shall have effect notwithstanding any thing inconsistent therewith contained in any enactment other than this Act or in any instrument having effect by virtue of any enactment other than this Act

CHAPTER II

COMPULSORY DEPOSIT OF ADDITIONAL EMOLUMENTS

5. Additional Wages Deposit Account and the Additional Dearness Allowance Deposit Account —(1) There shall be opened by such author ities as may be specified in the scheme two separate accounts to be known respectively as the Additional Wages D posit Account, and the Additional Dearness Allowance Deposit Account and different author ities may b specified for different establishments or different categories of employees or establishments

(2) The specified authority shall in relation to each Deposit Account open a separate ledger account in the name of each employee in relation to whom any contribution is made to the said Account, and credit the contribution so made in the said ledger account

6. Duty of employes or other person to make deductions of additional wages and additional dearness allowance from emoluments —

(1) For the purposes of this Act the d ductions specified in sub section (2) shall be made —

(a) in the case of additional wages for a period of one year from th appointed day and

(b) in the case of additional dearness allowance for a period of two years from the appointed day

(2) on the commencement of this Act—

(a) every employer who draws from the Consolidated Fund of India or of any State or of any Union territory having a Legislative Assembly, and disburses, after the appointed day emoluments of an employee to whom this Act applies shall as and when emoluments are disbursed by him for any p riod deduct from the emoluments so dis bursed the whole of the additional wages and one half of the additional dearness allowance and credit the amount so deducted in accordance *with the schem* to the deducted in accordance with *the scheme to the* Additional Wages Deposit Account and the Additional Dearness Allow ance Deposit Account, respectively

(b) every other employer who disburses after the appointed day emoluments to any employee to whom this Act applies shall as and when emolum nts are disbursed the whole of the additional wages and one half of the additional dearness allowance and shall remit in **accord**

ance with the scheme the amounts so deducted to the nominated authority and on receipt of such amounts the nominated authority shall credit the amounts so received to the Additional Wages Deposit Account and the Additional Dearness Allowance Deposit Account respectively

(c) Any employee to whom this act applies who draws after the appointed day his own emoluments shall—

(i) if he is employed in an establishment owned or maintained by Government make deductions from his salary bill in respect of the whole of the additional wages and one half of the additional dearness allowance and the specified authority shall credit the amount so deducted in accordance with the Scheme to the Additional Wages D posit Account and the Additional Dearness Allowance Deposit Account respectively

(ii) if he is employed in any oth r establishment remit the whole of the additional wages and one half of the additional dearness allow ance in accordance with the scheme to the nominated authority and on receipt of such amount the nominated authority shall credit the amount so received to the Additional Wages Deposit Account and the Additional Dearness Allowance Deposit Account respectively

Explanation In computing the amount to be credited to the Additional Wages Deposit Account and the Additional Dearness Allowance Deposit Account the amount contributed in relation to such additional wages or additional dearness allowance shall not—

(a) to the extent of the contribution which is compulsorily required to be made to any provident or other fund under any law for the time being in force, or

(b) to the extent of the contribution made to any other provident fund recognised under any other law for the time being in force at a rate not exceeding the rate at which such contribution was being made immediately before the appointed day be taken into account

(iii) The specified authority shall as soon as may be practicable after the end of each year prepare separately in relation to the amounts credited to the respective Deposit Accounts to the credit of each employee and furnish to the employee a copy of the said acco unts showing therein separately the amounts credited thereto in rela tion to the employee

7. **Deposits to carry simple interest—**

(1) Every amount credited under section 6, in relation to an employee in a Deposit Account shall carry simple interest at a rate which shall be two and a half percent over and above the bank deposit rate

(2) The interest due on the amount credited in any Deposit Account shall be calculated in such manner as may be specified in the scheme

(3) Interest accruing on amounts credited under section 6 to any Deposit Accounts shall ensure to the benefit of the employee in relation to whom such amounts have been credited

(4) For the purpose of the deduction under section 80L of the Income tax Act, 1961 inter st received on a deposit under this Act shall be deemed to be interest received on a deposit with a banking company to which the Bankirg Regulation Act, 1949 applies

8 Assessment for the purpose of Income-Tax —(1) For the purposes of computing under Income tax Act, 1961 the total income of an employ e the amount credited to his ledger account in the Additional Wages D posit Account or the Additional Dearness Allowance D-posit Account shall not be includ d in his total income of the previous year in which it is so credited but so much of the amount as is repaid to him shall be liable to be included in his total income of the previous year in which it is repaid

(2) For the purposes of computirg under the Income tax Act, 1961 the total income of an employee the amount repaid to him under this Act shall be deemed to be salary paid to him in arrears and the provisions of sub-section (1) of section 89 of that Act shall apply accordingly

Explanation —In this section previous year and total income have the meanings respectively assigned to them in the Income tax Act 1961

9. Repayment of deposits —

(1) Subj ct to the provision of sub-section (2) every amount credited to the Deposit Accounts shall be repayable with interest due thereon

(a) in the case of an amount cred ted to the Additional Wages Deposit Account at any time after the expiry of one year from the appointed day and

(b) in the case of an account credited to Additional Dearnesss Allowan e Deposit Account at any time after the expiry of two years from the appointed day

Provided that nothing in this section shall prevent earlier repayment of any amount credited to either of the Deposit Accounts with interest due thereon in any case in which any per on authorised by the Central Government in this behalf is satisfied that extreme hardship will be caused unless such repayment is made

Provided further that an employee may at the option retain the whole or any part of the amount credited in relation to him in the Additional Wages Deposit Account or the Additional Dearness Allowance Deposit Account or both until his superannuation or until such date as may be Specified by the Government in this behalf

Provided also that the whole of amount standing to the credit of an employee (not being an employee in a seasonal establishment) in either or both of the Deposit Accounts shall be repaid to him on his superannuation or resignation from office or on the termination of his employment

(2) The aggregate amount credit to any *Deposit Account* by or in relation to an employee shall be repaid to the employee in five equal annual instalments commencing from the expiry of one year or two years, as the case may be from the appointed day, together with interest due on the whole or as the case may be part of the amount of compulsory deposit which remain unpaid

10 Power of Central Government to frame Scheme —The Central Government shall by notification frame one or more schemes in relation to the amount credited to the Deposit Accounts under this Act

(2) A scheme framed under sub section (1) may provide for—

(a) the authorities by which the Additional Wages Deposit Account and Additional Dearness Allowance Deposit Account shall be opened and maintained

(b) the time and manner in which amounts deducted from additional wages or additional dearness allowance shall be deducted and credited to the respective Deposit Account

(c) the documents to be issued to persons in relation to whom amounts have been credited to the Deposit Accounts as evidence of such credit

(d) authority or authorities by or through which credits to the Deposit Accounts may be made

(e) the accounts to be maintained with respect to the amounts credited to the Deposit Accounts and the Officer by whom such accounts shall be maintained

(f) the nomination of persons to receive the amount standing in a Deposit Account to the credit of an employee in the event of his death and cancellation or change of such nomination

(g) the issue of duplicate of any document issued as evidence of any credit in the event of loss or destruction of the original and the fee not exceeding rupees two on the payment of which such duplicate may be issued

(h) repayment of amounts credited to the Deposit Accounts with interest due thereon and the conditions if any under which such repayment may be made,

(i) any other matter which may be necessary or proper for the effective implementation of the scheme

(3) A scheme framed under this section may provide that all or any of its provisions shall take effect either prospectively or retrospectively on such date not being a date earlier than the appointed day as may be specified in this behalf in the scheme and every scheme framed under this section shall have effect notwithstanding anything contained in any law (other than this Act) for the time being in force or any instrument having effect by virtue of any enactment other than this Act

(4) The Central Government may make a scheme to add to, amend or vary scheme made under sub section (1)

11 Rounding off—Where the amount of any credit to be made in any Deposit Account contains a part of a rupee then such part if it is fifty

paise or more shall be increased to one complete rupee and if it is less than fifty paise it shall be ignored

CHAPTER III
Miscellaneous

12 Amounts due to be first charge in the case of insolvency or liquidation of the employer (a) Where any amount required by this Act to be credited to any Deposit Account or remitted to a nominated authority has not been so credited by any employer the amount in respect of which such omission or failure was made, together with interest due thereon calculated at the rate specified in sub section (1) of section 7 shall in the event of the employer being adjudicated by any court to be insolvent or being a company is ord red by any court to be wound up be deemed to be first charge on the assets of the insolvent or of the company as the case may be and shall have priority over all other debts and be paid in full

(b) The court shall cause the sum which is required under sub section (1) to be paid in priority to all other debts to be remitted to the nominated authority for crediting the same to the appropriate Deposit Account

13 Transfer of establishments Where an employer in relation to an establishment to which this Act applies transfers that establishment in whole or in part by sale, gift or otherwise or grants any licence in respect of such establishment the employer and the person to whom the establishment is so transferred shall be jointly and severally liable to credit to the Deposit Account or as the case may be remit to the nominated authority the sums which are required by this Act to be so credited or remitted,

Provided that liability of the transferee shall be limited to the value of the assets obtained by him on such transfer

14 Penalties (1) Whoever with a view to—

(a) avoiding making any deductions of additional wages and additional dearness allowance and crediting the same to the Additional Wages Deposit Account or the Additional Dearness Allowance Deposit Account, as the case may be or

(b) aiding or abetting any other person to avoid making any such deduction or credit knowingly makes or cause to be made any statement or re presentation which he knows to be false or does not believe to be true shall be punishable with imprisonm nt for a term which may extend to six months or with fine which may extend to one thousand rupees or with both

(2) Any employer who omits or fails to credit to any Deposit Account or remit any amount to the nominated authority as and when such credit or remittance becomes due under this Act or any scheme framed thereunder shall be punished—

(a) with imprisonment for a term which shall not be less than three months but may extend—

(i) in the case of the first offence to six months and

(ii) in the case of any second or subsequent offence to one year

Provided that the court may, for any adequate and special reasons, to be recorded by it in the judgment impose a sentence of imprisonment for a term lesser than three monts or a fine in lieu of imprisonment, and

(b) also with fine which shall not be less than the amount which has not been credited to a Deposit Account or remitted to the nominated authority as required by this Act and the interest due thereon calculated at the rate specified in sub section (1) of Section 7 but may extend to twice the said amount and the interest due thereon and out of the fine if realised the court trying the offence shall cause an amount equal to the amount which has not been credited to a Deposit Account or remitted to the nominated authority with interest due thereon to be remitted to the nominated authority for crediting the same to the appropriate Deposit Account and on such amount being remitted to the nominated authority the liability of the employer shall to the extent of the amount so remitted by the court stand discharged

(3) Whoever contravenes any provision of this Act or any scheme or order made thereunder for which no penalty has been separately provided for shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both

15. **Offences by companies** (1) Where any offence under this Act has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company as well as the company shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly

Provided that nothing contained in this sub-section shall render any such person liable to any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence

(2) Notwithstanding anything contained in sub section (1) where any offence under this Act has been committed with the consent or connivance of or is attributable to any neglect on the part of, any director manager secretary or other officer of the company such director manager secretary or other officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly

Explanation — For the purpose of this section —

(a) company means any body corporate and includes a firm or other *association of individuals and*

(b) director in relation to a Hindu undivided family means the karta of such family

16. **Cognizance of offences** No court shall take cognizance of any offence punishable under this Act except upon a complaint made by the Central Government or any officer or authority authorised in writing by the Central Government in the behalf

17 Power to exempt —Where the Central Government is of the opinion that it is necessary or expedient so to do either in the public interest or having regard in the peculiar circumstances of any case it may, by notification and subject to such conditions if any as it may specify in the notification —

(a) exempt any establishment or category of employees working in any es ablishment from the operation of all or any of the provisions of this Act

(b) exempt in the case of extreme hardship to any employee from crediting any amount in relation to such employee to the Additional Wages Deposit Account

(c) empower deductions from additional wages in relation to an employee or class of employees at a rate lesser than the rate specified in this Act

18. Power to delegate —The Central Government may, by notification direct that any power which may be exercised by it under this Act or any scheme framed under this Act shall subject to such restrictions and conditions if any as it may specify in the notification, be exercised also by—

(a) such officer or authority subordinate to Central Government or

(b) such State Government or such officer or authority subordinate in State Government or

(c) such other person or authority as may be specified in the notification

Provided that the powers conferred by section 10 and section 24 shall not be delegated under this section

19 Protection against attachment -(1) The amount standing to the credit of any employee in any Deposit Account shall not be liable to attachment und r any decree or order of any Court in respect of any debt or liability incurred by the employee

(2) Any amount standing to the credit of an employee in any Deposit Account at the time of his death and payable to his nominee under the scheme shall vest in the nominee and shall be free from any debt or other liability incurred by the nominee before the death of the employee

20. Power to call for returns and inspect accounts --(1) The nominated authority or any officer authorised by the nominated authority in this behalf may call for such returns as may be prescribed from any employer to whom this Act applies

(2) The books of account and other books and paper is of any employer to whom this Ordinance applies shall be open to inspection by the specified authority or any officer of Government authorised by the Central Government in this behalf during the business hours

Provided that such inspection may be made without giving any previous notice to the employer or any officer of the employer

(3) The nominated authority or any authorised officer may during the course of inspection —

(i) make, or cause to be made copies of the books of account and other books and papers

(ii) place or cause to be placed any marks of identification thereon in token of the inspection having been made

(4) If after insp ction the nominated authority or the authorised officer finds that any additional wages or additional dearness allowance has not been credited by the employer to the relevant Deposit Account or as the case may be remitted to the nominated authority it or he shall determine the amount in respect of which such credit or remittance has not been made

Provided that no such determination shall be made except after giving to the employer a reasonable opportunity of being heard

(5) It shall be the duty of every employer to whom this Act applies to furnish to the nominated authority a copy of award decree or order of any court tribunal or other authority or agreement or settlement relating of wage revision of dearness allowance and also to produce such books of account and other books and pap rs as the nominated autho rity or the officer making the inspection may requir

(6) Where any revision of wages or dearness allowance is made otherwise than in pursuance of any award decree or order of any court tribunal or other authority or agreem nt or settlement the employer shall give an intimation to the nominated authority about such revision of wages or dearness allowance and furni h to the nominated authority such books of account and other books and papers as that authority may require

21. **Protection of action taken in good faith** —No suit or other legal proceeding shall lie against the Central Government or any State Governm nt or any officer au horised by the Central or Sta e Govern ment to discharge any functions under this Act for any loss or damage caused or likely to be caused by anything which is in good faith done or intended to be done in pursuance of this Act or any s h me framed thereunder

22 **Persons performing functions under this Act to be public servants** —Any person to whom any power of the Central Government is delegated under section 18 or who is authorised to exercise power specified in section 20 shall if he is not a public servant be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code

23 **Recovery of arrears** —Without prejudice to the provisions of section 14 any amount which ought to have been credited under this Act to a Deposit Account or remitted to the nominated authority but has

rot been so credited or remitted in accordance with the provisions of this Act or scheme or order made thereunder shall be payable by the employer, together with interest due thereon calculated at twice the rate at which interest i payable under sub section (1) of section 7 and in default of such payment such amount together with interest due thereon at the aforesaid rate shall be recoverable as an arrear of land r venue

Provided that where any such amount has been recovered by the court und r sub section (2) of section 14 the said amount shall not be ecov rable under this section

24 **Power to make rules** —The Central Government may by notification make rules to carry out the provisions of this Act

25. **Rules & schemes to be laid before Parliament** —Every rule and every scheme made by the Central Government under this Act shall be laid as soon as may be after it is made b fore each House of Parliament while it is in session for a total period of thirty days which may be compri ed in one ses ion or in two or more successive sessions and if before the expiry of the session immediately following the session or the successive s ssions aforesaid both Houses agree in making any modification in the rule or the scheme as the case may be, or both Houses agree that the rule or the scheme, or both Houses agree that the rule or s heme shall therefter have eff ct only in such modified form or be of no effect as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything p eviously done under that rule or cheme

26. **Power to remove difficulties** —If any difficulty arises in giving effect to the provisions of this Act the Central Government may by order not inconsistent with the provisions of this Act remove the difficulty

Provided that no such order shall be made after the expiry of period of two years from the appointed day

27. **Repeal and saving** —(1) The additional emoluments (Compulsory Deposit) Ordinance 1974 is hereby repealed

( ) Notwi hstanding such repeal anything done or any action taken under the Ordinance so repealed (including any appointment exemption nomination direction or order made there under) shall be d em d to have been done or taken under the corresponding provision of this Act and the repeal of the said Ordinance shall not affect any penalty or punishment incurred in respect of any offence committed against the said Ordinance or any investigation or legal proceeding in respect of such penalty or punishment and any such investigation or legal proceeding may be instituted or continued and any such penalty or punishment may be imposed as if section 12 and other provisions of the said Ordinance necessary for the purposes aforesaid had been included in this Act

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A BRIEF COMMENTARY

The Salient Features of the Law

Our country is destined to safeguard its interest of National Economic Developments in the furtherance of this aim this Act have been enacted by our Parliament which provides for the compulsory deposits of the additional emoluments for the specified period

1 **The period of operation of the Act** —This is a periodical law which clearly specifies the period of its operation It has been made applicable w e f 6th July 1974 (except for the purpose of Sec 14 relating to penalties) and will operate for two years (i e from 6th July 1974 to 5th July 1976) for the purpose of **Additional Dearness Allowance'** and for one year (i e from 6th July to 5th July 1975) for the purpose of **"Additional Wages**

2 **Scope of the Act Persons to whom this Act applies (Section 3)**—This is very extensive Act which covers all the employees of the following —

(1) Central Government
(2) State Government
(3) Local Authority—means any municipal committee district board Body of Port Commissioners Panchayats any authority authorised by Central or State Government to administer municipal or local fund

(4) Company and Foreign Company under Companies Act

(5) Any other Corporation Society, body registered or established under any Act

(6) Any individual association partnership firm or Hindu undivided family required by the Income Tax Act to deduct income tax at source from the salary etc of their employees

(7) Any establishment in India **owned & managed by a Trust Fund or charitable or religions Institutions and—requir d by the Income Tax** Act 1961 to deduct the In ome Tax at source

(8) Any establishment—
(a) Which is not owned by Government local body

But to which the provisions of any law relating to P F apply (Other than Public Provident Fund Act 1968)

(b) Which is not covered by any of above clauses and

Which is established at the instance or resolution of any Government

Or which is wholly or substantially financed by any Government

Thus a wide rang of establishm nts and institutions have been covered by this Act

3 The Additional Dearness Allowance—In sec 2 (e) the term 'dearn ss allowance' have been defined which means all cash pay ments made to an employee on account of rise in the cost of living by whatev r name it may b called"

Section 2 (b) defines the 'additional dearness allowance' accordingly it means such dearness allowance as may be sanctioned from time to tim after 6th July 1974 over and above the amount of dearness allowance payable before the date from which the additional D A is sanction d By an explanation it is explained that where payment of D A. is linked to a cost of living index or any other factor, any automatic paym nt of dearness allowance in consequence of any rise in such cost of living index after 6th July 1974, shall be deemed to be the dearness allowance, for the purpose of this Act

Illustration—An employee was receiving the dearness allowance @ Rs 60/- in June 1974 and also on 6th July 1974 In september, his D A was increased from Rs 90/- to Rs 120/- The deduction shall be calculated as follows —

June 1974	Rs 60/-	Nil
July 1974	Rs 60/-	Nil
August 1974	Rs 60/-	Nil
September 1974	Rs 120/-	deduction shall be made

Rs 120/- — Rs 60/-=Rs 60/- — i e Addle D A

Deduction on account of Provident Fund Contribution (U/S 6 (2) Expn) @ 10% i e Less 6/-=54/- Additional D A of which 50% shall be deducted (4/56) i e Rs 27/- and will be deposited by the employer in the Additional Dearness Allowance Account created under section 5 of the act This deduction shall continue for the period of two years (ending 5 7 76)

4 The Additional Wages—(a) WAGES—Section 2 (o) defines the wages which includes five items and also excludes other five items It may be summarised as follow —

The following payments to employees have been included in the term Wages —

(1) Remuneration payable to a person employed in connection with his employment, such as salary, allowance etc

(2) Remuneration payable under any agreement or settlement b tween the parties or any award, decree or order of the Court/ Tribunal

(3) Remuneration for overtime work or holidays or for any leave period

(4) Any additional remuneration which includes bonus also,

(5) Any sum to which the employee i entitle under any scheme framed under any law time being in

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(1) Remuneration payable to a person employed in connection with his employment, such as salary allowance etc

(2) Remuneration payable under any agreement or settlement b tween the parties or any award decree or order of the Court/ Tribunal

(3) Remuneration for overtime work or holidays or for any leave period

(4) Any additional remuneration which includes bonus also

(5) Any sum to which the employee is entitle under any scheme framed under any law time b ing in force

(6) (a) Any allowance paid for house accomodation or where house accommodati in is provided the value of such accommodation

(b) the value of electricity or water or bo h if provided

(c) the value of medical attendence or other amenities

%BUT Wages' does not include the following payments to the

IT IS VERY IMPORTANT TO NOTE

(1) Any contribution paid bv the employer to any pension or provident fund and the interest which may have accured thereon

(2) Any travelling allowance or the value of travel concession

(3) Any sum subject to a maximum of Rs 250/- per annum to defray special expenses

(4) Any compensation or gratuity payable on the termination of employment

(5) Any dearness allowance

Thus the above four items (S No 1 to 4) are Not 'WAGES hence are not included in additional wages but S No 5 is the dear ness allowance which has been made the subject of deduction separately as mentioned above thought not included in Wages

(b) Additional Wages — Section 2 (c) defines the term 'additional wages' which is the subject matter of this Act Accordingly the additio nal wages' means any increase in wages (as defined above) after the appointed date (i e 6th July 1974) in pursuance of any wage revision whether by or under an agreement/settlement/award/decree or order etc

In cases of revision of wages from retrospective effect, the increase in wag s after 6-7-1974 will have to be determined with refrence to the wages drawn on 6-7-1974 before such retrospective revision

Exceptions —(S 2 (c) (i) to (vi)) The section enumerates six items which have been specifically excluded f om the additional wages — Viz (1) Any increment in accordance with the prescribed time scale of pay

(2) (a) Any higher wages on promotion to a higher post

(b) Any higher wages due to deputation or transfer to any post involving higher responsibilities & duty

(3) Any special pay honorarium fee or reward paid for any special work done

(4) Any remuneration paid for overtime work

(5) Any increase in wages due to revision of Minimum Wages under Minimum Wages Act 1948

(6) Any increase in wages sanctioned by the Third Pay Commission State Pay Commission/Committee appointed or contituted before 6-7-1974

However any bonus paid after 6-7-1974 at a rate over and above the rate at which it was last paid before 6-7-1974 such increase in rate

shall be deem-d to be "a lditional wages and will be liable to deduction under this Act

THESE "EXCEPTIONS' ARE VERY IMPORTANT

After excluding the above mentioned 5 (*marked) items from Wages and the above mentioned 6 (*marked) items from additional wages we arrive at the additional wages which is subject to deduction as whole (100%) under section 6 (2) and for the period of ONE YEAR (i e year ending 5 7 1975) under section 6 (1) (a) The deducted amount is to be credited by the employer in to the Additional Wages Deposit Account created under section 5

5 **Duty and liability of the Employer & Employee**—The term Employer has been defined in section 2 (n) of the Act Section 6 (2) (a) & (b) of the act provides that the employer is liable to deduct the amo unt of additional D A and additional wages as detailed above The employee who draws his own emoluments is also liable under section 6 (2) (c) to deduct and d posit the same into the Account created under section 5 Separate ledger a counts of each employee is to be maintained by the employer p cified authority U/S 5

The contribution to Provident Funds shall be exempted from such deductions as per Explanation added to section 6 of the Act

The penalties have been provided under ection 14 for the breach of these provisions which has been made effective from 1st Sept 1974

6 **Procedure for deposit into Additional Wages Deposit Account and Additional D A Deposit Account** —The remittance on account of these deductions is to be made by means of separate cheques or drafts marked ACCOUNT PAYEE ONLY' and made out in favour of the **Regional Provident Fund Commissioner** (who is specified authority)

Such remittances will be received by the branches of the Reserve Bank of India and the State Bank of India For the State of Rajasthan State Bank of India Jaipur will accept such remittances

The cheques or drafts as stated above should be a companied by **Challan on Form A or B** as the case may be in duplicate The prescri bed forms of challan are given in the Annexure

7 **Interest on the deposits (Section 7)**—These deposits will carry simple interest @ 12 % p a i e 2½% over & above the present bank deposit rate whi h is 10% This interest is deemed to be the interest received on a deposit with a banking company and shall qualify for deduction under Section 80 L of the Income Tax Act In case if the interest on deposit under this act alongwith dividerd from companies if ary does not exceed Rs 3000/ the whole of the amount below Rs 3000/- is dedu tib e from the gross total income under section 80 L of the Income Tax Act

8 **Income Tax & Deposits under the Act**—Section 8 of the Act provides that the amounts credited in the Additional Dearness Allowance Deposit Account and Additional Wages Deposit Account are not

included in the total income of the previous year in which it is credited, but so much of the amount as it repaid to him shall be liable to be included in his total income of the previous year in which it is repaid

Illustration

(A) The Total Income of Mr X for the year ending 31-3-1975 is as under —

Salary (nett after deduction allowed under Income Tax Act)	Rs 10 000
Dearness Allowance	Rs 3,000
Additional D A (from 6 7-74 to 31 3 75)	Rs 1 500
Bonus (regular)	Rs 1 500
Additional Bonus (from 6 7 74)	Rs 500
	Rs 16 500
Less—	
(a) 50% of Add D A credited to ADAD Account	Rs 750 00
(b) 100% of Add Wages i e bonus credited to AWD Account	Rs 500 00
	Rs 12'0
Income arrived at—	Rs 15,2 0

(B) Suppose that the part of the deposit is refunded with interest in the financial year ending 31 3 78 in that case the Total Income of Mr X shall be computed as given under —

(1) Salary	12 000	
(2) D A	4 000	
(3) Bonus	2,500	
(4) Annual instalments received on account of—		
(a) Additional Wages		Rs 250 00
(b) Interest thereon		Rs 200 00
		Rs 700
(c) Additional D A		Rs 500 00
(d) Interest thereon		Rs 200 00
		Rs 700
Gross Total Income		Rs 19 900
Less- deductions U/S 80 L		
Interest on Additional Wages and Addle D A deposits account		Rs 300 00
L I C Premium Paid		Rs 2000 00
		Rs 2300
The whole of Rs 2300/- is deductible as it falls below Rs 3000/-		2300
Taxable Income		Rs 17 600

9 Repayment of deposits (Section 9) —

(a) Period—Additional Wages Deposits—After 6th July 1975
Additional D A Deposits—After 6th July 1976

(b) Earlier payment is permissible in two cases —

(i) It can be authorised by the prescribed authority, if it is satisfied t extreme hardship will be caused under the repayment is made ore the due date

(ii) On his supperannuation or resignation from service or office on the termination of his employment

(c) Repayment in instalments — After the due dates mentioned ove, it will be repaid in five equal instalments with interest

Illustration

1 The amount credited in ' Additional Wages Deposit Account m 6 7 1974 to 5-7-1975 Rs 500 00

2 The amount credited in Additional D A Deposit Account from 7-74 to 5-7-76 Rs 1500 00

Total Rs 2000/-

The repayment will be made as given below —

period	Amount + interest due
from 6-7-75 to 5-7-76	Rs 100 (1/5th of Rs 500)
6 7-76 to 77	Rs 400 (1/5th of Rs 500 plus 1/5 of Rs 1 00
77 — 78	Rs 400
78 — 79	Rs 400
79 — 80	Rs 400
80 — 81	Rs 300 (only for Rs 1500)

ANNEXURE

AECD—FORM A

Establishment
Code Number

CHALLAN—ORIGINAL

Reserve Bank of India/State Bank of India
Additional Emoluments (Compulsory Deposit) Wages Account

Ledger Folio

Particulars of cheque/draft			Paid into the credit of the Additional Emoluments (Compulsory Deposit) *Wages Account of the Regional Provident Fund* Commissioner
No & Date	Name of the Bank and branch on which drawn	R	Rupees (Rs only) being the additional Wages deducted from the emoluments of the employees for the month of 197
			Name of the establishment

included in the total income of the previous year in which it is credited but so much of the amount as it repaid to him shall be liable to be included in his total income of the previous year in which it is repaid

Illustration

(A) The Total Income of Mr X for the year ending 31-3-1975 is as under —

Salary (nett after deduction allowed under Income Tax Act)	Rs 10 000
Dearness Allowance	Rs 3,000
Additional D A (from 6 7 74 to 31 3 75)	Rs 1 500
Bonus (regular)	Rs 1 500
Additional Bonus (from 6 7 74)	Rs 500
	Rs 16 500
Less—	
(a) 50% of Add D A credited to ADAD Account	Rs 750 00
(b) 100% of Add Wages i e bonus credited to AWD Account	Rs 500 00
	Rs 12‘0
Income arrived at—	Rs 15,2 0

(B) Suppose that the part of the deposit is refunded with interest in the financial year ending 31 3 78 in that case the Total Income of Mr X shall be computed as given under —

(1) Salary	12 000	
(2) D A	4 000	
(3) Bonus	2,5(0	
(4) Annual instalments received on account of—		
(a) Additional Wages		Rs 250 00
(b) Interest thereon		Rs 200 00
		Rs 700
(c) Additional D A		Rs 500 00
(d) Interest thereon		Rs 20) 00
		Rs 700
Gross Total Income		Rs 19 900
Less- deductions U/S 80 L		
Interest on Additional Wages and *Addl D A deposits account*		*Rs 300 00*
L I C Premium Paid		Rs 2000 (0
		Rs 2300
The whole of Rs 2300/- is deductible as it falls below Rs 3000/-		2300
Taxable Income		Rs 17 600

9 Repayment of deposits (Section 9) —

(a) Period—Additional Wages Deposits—After 6th July 1975
Additional D A Deposits—After 6th July 1976

(b) Earlier payment is permissible in two cases —

(i) It can be authorised by the prescribed authority, if it is satisfied that extreme hardship will be caused under the repayment is made before the due date

(ii) On his superannuation or resignation from service or office or on the termination of his employment

(c) Repayment in instalments — After the due dates mentioned above, it will be repaid in five equal instalments with interest

Illustration

1 The amount credited in ' Additional Wages Deposit Account from 6-7 1974 to 5-7-1975 Rs 500 00

2 The amount credited in Additional D A Deposit Account from 6-7-74 to 5-7-76 Rs 1500 00

Total Rs 2000/-

The repayment will be made as given below —

period	Amount+interest due
from 6-7-75 to 5-7-76	Rs 100 (1/5th of Rs 500)
6 7-76 to 77	Rs 400 (1/5th of Rs 500 plus 1/5 of Rs 1 00
77 — 78	Rs 400
78 — 79	Rs 400
79 — 80	Rs 400
80 — 81	Rs 300 (only for Rs 1500)

ANNEXURE
AECD—FORM A

Establishment
Code Number

CHALLAN—ORIGINAL

Reserve Bank of India/State Bank of India
Additional Emoluments (Compulsory Deposit) Wages Account
Ledger Folio

Particulars of cheque/draft	Paid into the credit of the Additional Emoluments (Compulsory Deposit) Wages Account of the Regional Provident Fund Commissioner
No & Name of the Bank Pay Date and branch on which drawn	Rupees (Rs only) being the additional Wages deducted from the emoluments of the employees for the month of 197

included in the total income of the previous year in which it is credited but so much of the amount as it repaid to him shall be liable to be included in his total income of the previous year in which it is repaid

Illustration

(A) The Total Income of Mr X for the year ending 31-3-1975 is as under —

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Dearness Allowance	Rs 3,CC0
Additional D A (from 6 7 74 to 31 3 75)	Rs 1 500
Bonus (regular)	Rs 1,500
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Less—	
(a) 50% of Add D A credited to ADAD Account	Rs 750 00
(b) 100% of Add Wages i e bonus credited to AWD Account	Rs 500 00
	Rs 12'0
Income arrived at—	Rs 15,2_0

(B) Suppose that the part of the deposit is refunded with interest in the financial year ending 31 3 78 in that case the Total Income of Mr X shall be computed as given under —

(1) Salary	12 000	
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(3) Bonus	2,5\ 0	
(4) Annual instalments received on account of—		
(a) Additional Wages		Rs 250 00
(b) Interest thereon		Rs 200 00
		Rs 700
(c) Additional D A		Rs 500 00
(d) Interest thereon		Rs 20 00
		Rs 700
Gross Total Income		Rs 19 900
Less- deductions U/S 80 L		
Interest on Additional Wages and Addle D A deposits account		Rs 300 00
L I C Premium Paid		Rs 2000 00
		Rs 2300
The whole of Rs 2300/- is deductible as it falls below Rs 3000/-		2300
Taxable Income		Rs 17,600

9 Repayment of deposits (Section 9) —

(a) Period—Additional Wages Deposits—After 6th July 1975
Additional D A Deposits—After 6th July 1976

(b) Earlier payment is permissible in two cases —

(i) It can be authorised by the prescribed authority, if it is satisfied that extreme hardship will be caused under the repayment is made before the due date

(ii) On his superannuation or resignation from service or office or on the termination of his employment

(c) Repayment in Instalments — After the due dates mentioned above, it will be repaid in five equal instalments with interest

Illustration

1 The amount credited in ' Additional Wages Deposit Account from 6-7 1974 to 5-7-1975 Rs 500 00

2 The amount credited in Additional D A Deposit Account from 6-7-74 to 5-7-76 Rs 1500 00

Total Rs *2000/-*

The repayment will be made as given below —

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6 7-76 to 77	Rs 400 (1/5th of Rs 500 plus 1/5 of Rs 1 00
77 — 78	Rs 400
78 — 79	Rs 400
79 — 80	Rs 400
80 — 81	Rs. 300 (only for Rs 1500)

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Establishment
Code Number

CHALLAN—ORIGINAL

Reserve Bank of India/State Bank of India

Additional Emoluments (Compulsory Deposit) Wages Account

Ledger Folio

Particulars of cheque/draft	
No & Date	Name of the Bank and branch on which drawn	Rs

Paid into the credit of the Additional Emoluments (Compulsory Deposit) Wages Account of the Regional Provident Fund Commissioner

Rupees (Rs only)

being the additional Wages deducted from the emoluments of the employees for the month of —197

Name of the establishment

Passing official
Scroll transfer

Address

Signature of the Depositor

ACED—FORM B

Establishment
Code Number

CHALLAN—ORIGINAL

Reserve Bank of India/State Bank of India
Additional Emoluments (Compulsory Deposit)
Dearness Allowance Account

Ledger Folio

Particulars of cheque/draft		
No & Date	Name of the Bank and branch on which drawn	Rs

Paid into the credit of the Additional Emoluments (Compulsory Deposit) Dearness Allowance Account of the Regional Provident Fund Commissioner Rupees (Rs only) being the additional Dearness Allowance deducted from the emoluments of the employees for the month of 197

Name of the establishment

Passing official
Scroll transfer

Address

Signature of the Depositor